



Ontario Association
of Architects

VISION

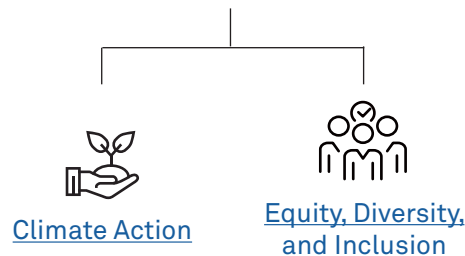
An Ontario in which architects are valued contributors to society, by creating a safe and healthy built environment that performs at the highest levels and elevates the human spirit.

MANDATE

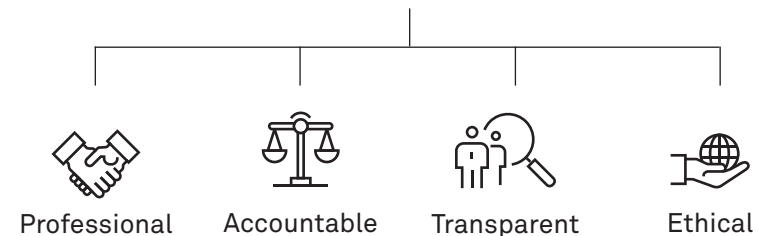
To regulate and govern the practice of architecture in Ontario in the service and protection of the public interest in accordance with the *Architects Act*, its Regulations, and Bylaws; to develop and uphold standards of skill, knowledge, qualification, practice, and professional ethics among architects; and to promote the appreciation of architecture within the broader society.

Strategic Plan [2022-2027]

Themes



Values



Strategic Priorities





	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	<ul style="list-style-type: none">Actively engage with government, legal counsel, and the Attorney General to advance the modernization of the <i>Architects Act</i> 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 <i>Architects Act</i> 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 equity, diversity, 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.
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 equity, diversity, 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 September 22, 2022 at approx. 11:00 a.m.

Meeting # 283

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 June 23, 2022 Open Council Meeting (<i>see attached</i>) | |
| 4 mins | 2.2 Draft minutes of the August 11, 2022 Special Meeting of Council (<i>see attached</i>) | |
| 2 mins | 3.0 BUSINESS ARISING FROM THE MINUTES | |
| | 4.0 ITEMS FOR REVIEW AND APPROVAL | |
| 5 mins | 4.1 2023 Council Meeting Dates (<i>see attached</i>) | President |
| 10 mins | 4.2 K-12 Education Guide – Project Recommendations (<i>see attached</i>) | Vice President
Krickhan and
President |
| 7 mins | 4.3 2023 Conference – Proposed Program and schedule (<i>see attached</i>) | Vice President
Wilson & Manager,
Education &
Development |
| 7 mins | 4.4 2023 Venice Biennale – Sponsorship Request (<i>see attached</i>) | Executive Director |
| 3 mins | 4.5 Appointment of Representative to University of Toronto, John H. Daniels Faculty of Architecture, Landscape and Design School Council (<i>oral</i>) | Executive Director |
| 8 mins | 4.6 Appointment to the Committee of the Examination for Architects in Canada (CExAC) (<i>see attached</i>) | Executive Director |
| 8 mins | 4.7 Appointment to the Regulatory Organization for Architecture in Canada (ROAC) International Relations Committee (IRC) (<i>see attached</i>) | Executive Director |
| 7 mins | 4.8 Update to Council Policy Statement re. Licensed Technologist OAA and Regulatory Notice 11 (<i>see attached</i>) | Registrar |
| 15 mins | 4.9 Internship in Architecture Program (IAP) –Observer/Parallel Experience Provision (<i>see attached</i>) | Registrar |
| 7 mins | 4.10 2025 OAA Conference Venue (<i>see attached</i>) | Vice President King |
| 20 mins | 4.11 Exemption Requests and Written Reasons (<i>presentation from Rebecca Durcan at 1:30pm – see report attached</i>) | Registrar & OAA
General Counsel |
| 7 mins | 4.12 Fair Access to Regulation Professions and Compulsory Trades Act and Bill 27 (<i>see attached</i>) | Registrar |
| 7 mins | 4.13 OAA Technology Program Integration Committee – Update and Recommendation re. Student Awards (<i>see attached</i>) | Vice President King |

5.0 ITEMS FOR DISCUSSION

- | | | | |
|---------|-----|--|-----------------------------------|
| 10 mins | 5.1 | Review of National Competency Standard <i>(oral)</i> | President &
Executive Director |
|---------|-----|--|-----------------------------------|

6.0 EXECUTIVE COMMITTEE REPORTS

- | | | | |
|--------|-----|---|---|
| | 6.1 | Report from the President | President |
| 3 mins | | 6.1.a Activities for the months of June-September <i>(see attached)</i> | |
| 3 mins | | 6.1.b Report from Executive Director <i>(see attached)</i> | Executive Director |
| | 6.2 | Report from the Senior Vice President and Treasurer | SVP & Treasurer |
| 5 mins | | 6.2.a Financial Statements for 9 months ended August 31, 2022 <i>(see attached)</i> | |
| 5 mins | | 6.2.b Report from OAA Governance Committee and update regarding Governance Review <i>(oral)</i> | |
| | 6.3 | Report from Vice President Strategic | Vice President
Karney |
| 7 mins | | 6.3.a Report from Vice President Strategic <i>(see attached)</i> | |
| | 6.4 | Report from Vice President Communications | Vice President King |
| 7 mins | | 6.4.a Report from the Vice President Communications <i>(see attached)</i> | |
| | 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> | |
| 7 mins | | 6.5.b Interns Committee Update <i>(see attached)</i> | Councillor Abu-
Bakare |
| | 6.6 | Report from Vice President Practice | Vice President
Wilson |
| 7 mins | | 6.6.a Report from Vice President Practice <i>(see attached)</i> | |
| | 6.7 | Report from Vice President Education | Vice President
Krickhan |
| 7 mins | | 6.7.a Report from Vice President Education <i>(TBD)</i> | |

7.0 ITEMS FOR INFORMATION

- | | | | |
|--------|-----|---|----------------------------|
| 4 mins | 7.1 | Fall President's Tour Update <i>(oral)</i> | President |
| 1 mins | 7.2 | Admission Course OAA-SCS Partnership Annual Report 2022 <i>(see attached)</i> | Vice President
Krickhan |

8.0 OTHER BUSINESS

9.0 DATE OF NEXT MEETING

- 9.1 The next regular meeting of Council is Thursday November 24, 2022 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

10.0 ADJOURNMENT

Ontario Association of Architects

Meeting #282 Open

MINUTES

June 23, 2022

The two hundred and eighty second meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday June 23, 2022 at OAA Headquarters, 111 Moatfield Drive, Toronto and virtually via Zoom.

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

The President noted a land acknowledgement video titled *Indigenous Elders Predicted Climate Crisis. Will Native Voices Finally Be Heard?* <https://www.youtube.com/watch?v=9GaUW3ma6og&t=53s> would be shared with Council as an acknowledgement and recognition of the indigenous land and its people.

Doyle introduced new OAA staff members, Kathy Ambrust, Manager, Human Resources and Nancy Muir, acting Manager, Finance who is on a temporary contract to relieve Melanie Walsh for parental leave.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

AGENDA APPROVAL

9436. The President reported that there were no new items to be added to the agenda:

It was moved by Vilardi and seconded by Schuhmann that the agenda for the June 23, 2022 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

9437. *Reference Material Reviewed:* Draft minutes of the May 10, 2022 Open Council meeting.

The draft minutes of the May 10, 2022 Open Council meeting were reviewed.

It was moved by Karney and seconded by Longlade that the minutes of the May 10, 2022 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9438. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9439. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated May 19, 2022 re. ROAC International Relations Committee (IRC) – Amended Draft Mutual Recognition Agreement between ROAC and the Architects' Council of Europe and attached supporting documentation.
(APPENDIX 'A')

Doyle reported that the Mutual Recognition Agreement (MRA) between ROAC and the European Union (EU) was recently completed and has successfully gone through the government review process. Doyle reviewed the terms and conditions as contained in the report to Council, reminding that the MRA had been previously approved by OAA Council and the members of CALA a number of years ago.

Doyle highlighted in Appendix 1 of the agreement that Toronto Metropolitan University (formerly known as Ryerson) and Laurentian were not included in the lists of universities as that list represents those schools that were the professional degree programs prior to accreditation by the Canadian Architectural Certification Board (CACB) in addition to the syllabus program, the Appendix goes on to further to note however that all Schools accredited by the CACB are covered.

It was noted by Doyle that the EU has significant variations by country in terms of licensing in comparison to Canada's system of licensure. This is why European Architects will be required to also pass the domain specific assessment.

It was moved by Krickhan and seconded by Birdsell that based on the recommendation of the ROAC's International Relations Committee, the OAA Council ratify the updated terms and conditions of the Mutual Recognition Agreement with the European Union, as set out in the Agreement on the Mutual Recognition of Professional Qualifications for Architects which will be appended to the CETA Agreement, based on the final text provided to the members of the ROAC dated May 18, 2022.

-- CARRIED

9440. Engagement of Consultant to consider Licensed Technologist OAA Scope of Practice Proposal
(oral)

The President and Vice President Communications reported the the process of selection of a consultant based on the RFP process was underway.

9441. *Reference Material Reviewed:* Memorandum from Vice President Practice, Deo Paquette dated June 15, 2022 re. OAA Contract Suite 2021 – Progress Report #3 and attached supporting documentation. **(APPENDIX ‘B’)**

The Vice President Practice reported noted that Documents 800 and 900 were part of the contract suite 2021 and that Council’s endorsement was being sought. The contracts have been tested and comments from PRC and others incorporated.

Audet noted that 800 is a short form agreement, and 900 is the consultant agreement which works with documents 600 and 800 and overall as a suite. There will be minor adjustments followed by legal counsel review upon approval.

A Council member enquired as to whether schedules may be added as an option if required.

Audet confirmed that the suite is editable. Document 600 is now available and the links will be shared. Audet also welcomed any final comments on the drafts of Document 800 and 900 before they are finalized.

It was moved by Paquette and seconded by Longlade that Council endorse the new OAA 800-2021 (Short Form) and OAA 900-2021 (Subcontract for Consultants) as circulated.

-- CARRIED

9442. *Reference Material Reviewed:* Memorandum from the Sustainable Built Environments Committee dated June 13, 2022 re. Enhancing visibility of TEUI through OAA Design Excellence Awards Program and attached supporting documentation. **(APPENDIX ‘C’)**

Councillor Thomson reported that TEUI data gather as a requirement under the Design Excellence awards had not been included in the last announcement of the Design Excellence Awards. The Sustainable Built Environments Committee (SBEC) is recommending that this information be front and centre as part of the award winner’s information and highlighted in the Design Excellence book as well as the Website.

It was moved by Karney and seconded by Thomson that Council reconfirm its commitment for the TEUI requirement for all Design Excellence award submission; and, that moving forward the TEUI data of award winning buildings be prominently displayed on the OAA website along with all additional communications regarding the individual award winners.

-- CARRIED

9443. *Reference Material Reviewed:* Memorandum from President, Susan Speigel and Executive Director, Kristi Doyle dated June 13, 2022 re. Reconsidering the OAA Annual General Meeting. **(APPENDIX ‘D’)**

Doyle reported on the history and evolution of the Annual General Meeting (AGM) as outlined in the memorandum. Since the first online offering of the AGM in 2020, there has been a significant uptake in attendance, due to the accessibility of the event.

It was noted by Doyle that there were some issues with the hybrid voting platform, adding that it is a requirement to offer proper member voting on business issues for the AGM.

It was suggested by Doyle and President Speigel that going forward, the AGM be held in advance of Conference, in part to allow for approval of the appointment of Honorary Members who would then receive an invite to be recognized at the Conference.

It was suggested by a member of Council that some members prefer the opportunity to sit with members of Council in person at the AGM and share comments and questions.

A Council member noted that there is an opportunity for Q&A in the on-line version of the AGM.

Doyle noted that an audio/video function could be enabled in the on-line platform to allow a member to speak as an option.

It was suggested by a member of Council that the schedule allow for the Keynote speaker event to held approximately 4-6 weeks prior to the AGM.

A Council member suggested that the online version provides more accessibility to the membership, is inclusive, and results in a larger attendance.

A member of Council enquired whether the AGM has always been coupled with Conference.

Doyle responded that the AGM originally was held at the OAA, however, attendance was low to the point where the by-laws needed to be revised to reduce quorum. The AGM was introduced to the Conference schedule in 1999.

It was moved by Karney and seconded by Mintz that Council approve the following changes to the format of the OAA Annual General Meeting of members to be implemented beginning 2023 such that:

- a) The AGM be decoupled from the Annual Conference;**
- b) The AGM be offered in a virtual format only so that all members have the same option to access and participate in the AGM;**
- c) The agenda for the AGM be focussed on the prescribed business matters as outlined in the OAA Bylaws, as well as a reports from the President, the Senior Vice President & Treasurer and Executive Director.**

-- CARRIED

ITEMS FOR DISCUSSION

9444. There were no items for discussion.

EXECUTIVE COMMITTEE REPORTS

9445. *Reference Material Reviewed:* Activities for the months of May-June. **(APPENDIX 'E')**

The report was noted for information.

9446. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated June 15, 2022 re. Update on Activities of the Executive Director and attached background information. **(APPENDIX 'F')**

Doyle reported that the Society for Design Administration (SDA) Canada has recently requested the OAA's assistance to communicate information to members regarding its next salary survey. The OAA has assisted in past and has offered to communicate this survey to its members.

It was noted by Doyle that the 2022 scholarship have been awarded including the new Equity, Diversity and Inclusion and Truth and Reconciliation awards. There will be a discussion with the schools after the dispersement of the awards to obtain permission to display the projects on the website.

Doyle noted that CACB is seeking to fill a vacancy on its Board of Directors however they are seeking members in geographic regions other than Ontario.

It was noted by Doyle that the OAA will need to identify who will be attending the upcoming national Validation Conference in the near future.

Doyle reported that she and the Registrar met with staff at the Office of the Attorney General to discuss current issues such as the Strategic Plan, Act modernization and work ongoing with legal counsel in this regard. Also discussed was the OAA Technology Program and a request was made to move some regulatory amendments forward to solidify the program.

It was noted by Doyle that OAA Headquarters building tours are continuing since conference, notably, a request by the Assistant Deputy Minister at the Ministry of Energy which will be held on August 11.

Doyle noted that further to the federal grant to the university partnership project *Quality in Canada's Built Environment: Roadmaps to Equity, Social Value and Sustainability* there will be a formal meeting in August and a decision is being reviewed with respect to sending a representative to that meeting.

Doyle reported that work on the Strategic Plan is underway with trackers incorporated in the Plan with progress updated by staff.

It was suggested by a Council member that there should be mechanism in place to ensure that no new initiatives are added to the current Plan.

Doyle noted that the Work Plan would be the primary tool which would accompany a request, the first of which was used by the Firewall Review Task Group.

A member of Council enquired as to whether there is a means by which to tie in the timelines and formats into the Plan.

Doyle responded that the Strategic Plan is being inputted into software and updated. Upon addressing some of the matters under the governance review, additional steps to implement the plan can be taken.

It was suggested by a Council member as follow up to the SDA survey that consideration be made to place the salary survey in the context of post-COVID, adding that some input into the questions would be welcome.

Doyle responded that likely the survey questions are complete, however she will follow up with SDA and discuss the status of the survey. After the survey is completed and administered the final report will be available for purchase. The option to purchase may be shared with the members. Firms have the option to purchase the survey, including a reduced rate for those who participated. The results are based on a number of factors including experience, titles, and other categories. It was suggested that if the OAA were to launch its own salary survey it is likely that there would not be membership participation. The survey results should be reviewed and discussion as to whether the results fit into the Strategic Plan.

A member of Council suggested that the survey be provided to the membership as a resource, and a guide as to what challenges they may be facing. A Council member suggested that fair treatment of employees is important and should be considered.

Doyle noted that the cost of the survey is to recoup the work performed and is funded by the people paying for the data. In the past, the OAA provided \$10-12,000 and was permitted to review the questions prior to publishing. A Council member referenced the Strategic Action Plan noting that the Comprehensive Education Committee does not show staff support in the chart.

Doyle responded that the tracker is still being refined. The column demonstrates who staff support is and still needs to be filled in.

The report was noted for information.

Abu-Bakare left the meeting at 12:25 p.m.

Council broke for lunch at 12:25 p.m. and resumed at 1:10 p.m.

9447. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer Settimo Vilardi dated June 8, 2022 re. Unaudited Financial Statements for the Six Months Ended May 31, 2022 and supporting documentation. **(APPENDIX 'G')**

The Senior Vice President and Treasurer reported.

A member of Council requested some clarification with respect to TEUI funding of \$25,000 under 'Council Policy Development'

The Senior Vice President and Treasurer responded that it is the amount carried forward from 2021.

Doyle noted that funds are set aside for update/refresh. A member of Council noted that the Strategic Plan's purpose is to track a project ongoing to completion as opposed to continually adding to it. Council will need to show restraint in this regard moving forward.

A Council member noted that University of Toronto has expressed interest in working with the SBEC to add a parameter to the TEUI Calculator.

The report was noted for information.

9448. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer Settimo Vilardi dated June 15, 2022 re. Update from OAA Governance Committee. **(APPENDIX 'H')**

The Senior Vice President and Treasurer reported that consultant Kathy McLaughlin provided feedback to the Committee on the governance review. There was some consensus among the Committee members on what next steps are required to move forward.

A Council member noted that the Committee asked the consultant with respect to the recommendations, how they came to fruition and the reasoning behind them prior to proceeding with presenting the final recommendations to Council.

The report was noted for information.

9449. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Christina Karney dated April 29, 2022 re. Update on the Activities under the Vice President Strategic Portfolio and attached background documentation. **(APPENDIX 'I')**

The Vice President Strategic reported.

A member of Council requested an update on the University of Toronto Long Term Care (LTC) Project.

The Vice President Strategic responded that it is currently in a holding pattern, awaiting for a final piece to be released before distribution of the findings.

When asked, Doyle noted that the OAA would not be editing the report before it is released, however it can be analysed at our discretion and the information contained in the report will be shared with the membership once complete.

The report was noted for information.

9450. *Reference Material Reviewed:* Memorandum from the Communications Committee dated June 10, 2022 re. Communications Committee Update and attached background information. **(APPENDIX 'J')**

The Vice President Communications reported that the podcast development is underway and are seeking hosts for the topics.

A Council member requested some clarification on who will be talking and/or who will be engaged for the podcasts.

Missio responded that the topics are high level in order to interest members and the public at once. The guests have not yet been confirmed. The Committee welcomes suggestions for hosts/guests and to feel free to reach out to him or the Vice President Communications.

The report was noted for information.

9451. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings and Registrar, Christie Mills dated June 13, 2022 re. Activities under the Registrar – Apr 27 to June 8, 2022 and attached background information. **(APPENDIX 'K')**

Mills reported that it is expected that they will soon have the ability to publicly post specific act enforcement re. individuals holding out and is anticipated to be added to the website in the next while.

A member of Council enquired as to whether there is any further updates from Google and other social media firms with respect to the use of the term architect.

Mills responded that there has been no response however will follow up.

The report was noted for information.

9452. *Reference Material Reviewed:* Memorandum from Council and Chair, Interns Committee, Farida Abu-Bakare dated June 10, 2022 re. Interns Committee Update. **(APPENDIX 'L')**

It was noted by a member of Council that shadowing is a potential link to firms allowing an intern to shadow and gain experience.

Some concern was expressed by a Council member that some firms may not permit work with another firm in their contracts.

It was suggested by a member of Council that a webinar be created to facilitate learning for experience.

Mills reminded that it is a requirement for a supervising architect to personally supervise and direct the intern and then sign off on hours – the Program requires that the intern be employed by the practice or eligible employment situation in which they are gaining experience. However, there is the Observer/Parallel Experience provision in the Program that may be considered.

The report was noted for information.

Abu-Bakare joined the meeting at 1:35 p.m.

9453. *Reference Material Reviewed:* Memorandum from Vice President Practice, Deo Paquette dated June 9, 2022 re. Report from Vice President Practice. **(APPENDIX 'M')**

The Vice President Practice reported.

A member of Council enquired as to whether the COVID-19 page would remain on the website, adding that it creates significant work for staff.

A Council member suggested that should it be sunset that it be made easily retrievable or left up pending a possible fall uptake.

The report was noted for information.

9454. *Reference Material Reviewed:* Memorandum from the Vice President Education, Natasha Krickhan dated June 9, 2022 re. Report from Vice President Education and attached background information. **(APPENDIX 'N')**

The Vice President Education reported

Savitsky noted that the current ConEd cycle will be ending on June 30 and staff are focused on that process.

Walsh joined the meeting at 1:50 p.m.

Savitsky noted that she and the Vice President have been discussing a special offer for OAA members with Passive House Canada to access specific training.

The Vice President Education noted that in BC, it is mandatory for all new housing to be passive house compliant, adding that there is interest in promoting it in Ontario.

The report was noted for information.

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

ITEMS FOR INFORMATION

9455. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills dated June 14, 2022 re. Revisions to the *Fair Access to Regulated Professions and Compulsory Trades Act* (FARPACTA) and attached background information. **(APPENDIX 'O')**

The report was noted for information.

9456. *Reference Material Reviewed:* Memorandum from President, Susan Speigel, Vice President Communications, Jennifer King, and Vice President Education, Natasha Krickhan dated June 13, 2022 re. Conference 2022 Feedback. **(APPENDIX 'P')**

A Council member noted that there was 56% positive feedback for the Celebration of Excellence Awards which appeared to be somewhat low.

Walsh responded that a large portion in the survey noted 'n/a' because of non-attendance for that portion of the event which skewed the numbers.

The agenda was noted for information.

OTHER BUSINESS

9457. There was no other business.

DATE OF NEXT MEETING

9458. The next regular meeting of Council is Thursday September 22, 2022 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

ADJOURNMENT

9459. **It was moved by Longlade and seconded by Mintz that the meeting be adjourned at 1:54 p.m.**

-- CARRIED UNANIMOUSLY

President

Date

Ontario Association of Architects

Special Meeting

MINUTES

August 11, 2022

A special meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday August 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
	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
	William (Ted) Wilson	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
Regrets:	J. William Birdsell	Councillor
	Andrew Thomson	Councillor
	Marek Zawadzki	Councillor

Guests: None

The President noted that the purpose of the special meeting is to elect a Vice President Practice and to consider the vacant seat on Council for the Province of Ontario electoral district.

The President introduced a land acknowledgement video titled *Indigenous Climate Action: Community-based solutions rooted in decolonization* from Climate Atlas of Canada 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

9460. The President noted that no further items will be added to the agenda:

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

-- CARRIED

ITEMS FOR REVIEW AND APPROVAL

9461. *Reference Material Reviewed:* Memorandum from Christie Mills, Registrar dated August 2, 2022 re. Vice President Vacancy By-Election and attached supporting documentation. **(APPENDIX 'A')**

Mills reported that the Vice President Practice position is vacant following the resignation of a member of Council in June. Nominations were received for Councillors Kristiana Schuhmann and Ted Wilson.

Council was requested by Mills to consider the appointment of OAA staff, Camelia Bostan and Tina Carfa as scrutineers for the election. The scrutineers are charged with conducting the poll. Council voted in favour via a poll to appoint Bostan and Carfa as scrutineers.

Mills reviewed the procedures for conducting the election as outlined in the report to Council. The candidates were offered the opportunity to address Council. Both candidates addressed Council in advance of the vote.

The election was conducted via a zoom poll. The scrutineers were able to confirm that the results from the poll were valid and the Registrar announced that Wilson had received a majority of the votes and was elected as Vice President Practice for the remainder of 2022.

9462. *Reference Material Reviewed:* Memorandum from Christie Mills, Registrar dated August 2, 2022 re. Province of Ontario Council Seat Vacancy. **(APPENDIX 'B')**

Mills reported that a vacant seat on Council was a result of the resignation of Deo Paquette on June 28. The President added that she had been subsequently contact by Paquette requesting that Council reconsider his resignation and that he would like to be considered for appointment to serve out the remainder of his original term. As a result, Council has several options to address the vacant seat for the Province of Ontario.

Council has three options to consider:

1. Reappoint Deo Paquette to serve out the remainder of his term;
2. Advertise the vacancy to the membership and Council select a candidate to serve out the remainder of the term; or,
3. Allow the seat to remain vacant until the fall elections where the seat would be advertised as a one-year term.

A member of Council enquired as to the reason Paquette requested that he be reinstated on Council.

Mills responded that as a result of a recent change in circumstance, Paquette felt that he is able to contribute enough time to the role and continues to be capable of serving on Council.

It was moved by Vilardi and seconded by Schuhmann that Council approve the appointment of Deo Paquette to the vacant Province of Ontario Council seat for the remainder of its term; and, that the Registrar work with staff to implement this decision.

-- CARRIED (13 in favour, 2 opposed)

DATE OF NEXT MEETING

9463. The next regular meeting of Council is Thursday September 22, 2022 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

ADJOURNMENT

9464. **It was moved and seconded that Council be adjourned at 2:35 p.m.**

-- CARRIED UNANIMOUSLY

President

Date

DRAFT

2023 COUNCIL MEETING DATES

Meetings will be held virtually or at 111 Moatfield Drive, Toronto,
unless otherwise noted.

In-Camera begins at 9:30 a.m.

Open begins at approximately 11:00 a.m.

Thursday	January 19, 2023	
	OAA Strategic Plan Review and Council Governance Workshop Planning Session	Thurs Feb 2 3:00 p.m. – 6:00 pm Friday Feb 3 9:00 a.m. – 3:00 p.m.
Thursday	March 2, 2023	
Thursday	April 27, 2023	
Tuesday	June 20, 2023	Coincides with Conference in Sudbury
Thursday	September 21, 2023	
Friday	December 1, 2023	OAA Seasonal Celebration that evening at OAA

Memorandum

FOR COUNCIL MEETING

September 22, 2022

(open)

ITEM: 4.2

To: Council

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

From: Susan Speigel, President
Natasha Krickhan, Vice President Education
Ellen Savitsky, Manager, Education & Development

Date: September 9, 2022

Subject: K-12 Education Guide – Project Recommendations

Objective: To provide Council with project recommendations for the *Architecture Education for Students: An Educator's Guide To Teaching Architectural Concepts* project (K-12 Guide) and direction to proceed.

Recall that during the June meeting Council was asked to consider the status of the OAA's draft K-12 Education Guide and options to move it forward based on a recommendation that a third party partner be explored.

As a quick background reminder, in 2020 the Comprehensive Education Committee (CEC), chaired by former Vice President Education Agata Mancini, initiated a project that was focused on the creation of a K-12 Education Resource Guide. Work-to-date on the guide has predominately been conducted by members of the committee. At the May 2021 Council meeting, current Vice President Education Natasha Krickhan presented a draft concept of this document *Architecture Education for Students: An Educator's Guide To Teaching Architectural Concepts*, initially intended for the Ministry of Education Learn@home portal.

Since the sharing of this draft concept in May 2021, and after considerable input garnered from Council members, staff and numerous volunteer consultants, in June 2022, Council determined that the best course of action, or a plan moving

forward, for this K-12 student resource, would be for OAA staff to connect with a third-party(ies) that would consider partnering with the OAA to complete this guide, as well as take on the responsibility for any continued maintenance and future updating this resource will likely require.

Given that the K-12 Education Guide was initiated in 2020, two years prior to the recently implemented 5-year strategic plan, it is now essential to reconsider this initiative through the lens of the Strategic Plan. Undoubtedly, this K-12 Education Guide fits well within the Strategic Priority: Public Education pillar, but whether or not it is the OAA's role to create and maintain this resource remains a question requiring an answer. Council recognizes that curriculum development is a specialized field and complex work. Further, it is recognized that the OAA does not have the necessary resources in house, nor the capacity to advance and maintain a project like this on its own.

Over the course of the summer President Spiegel, VP Education Krickhan, and staff members worked to identify potential partnership opportunities, conducted meetings with some of these potential partners, and started to define short, mid- and long- term plans related to this initiative. The following is a report on the findings from discussions with two potential and obvious partners: No.9 and Toronto Society of Architects (TSA), as well as potential options for the future.

Discussion with No.9

The OAA has been a financial supporter of No.9's *Imagining My Sustainable Communities* (IMSC) program for the past 9 years. *"The Imagining My Sustainable Community is a sustainable community design workshop delivered by Architects, Artists and Designers to students in grades 7 through 12. It has been developed to empower youth to lead a revolution in building sustainable communities. This program has been delivered since 2011 to over 4,000 students in 8 different cities across Canada and the United States. No.9 has partnerships with the Toronto District School Board and the Hamilton Wentworth District School Board and are taking this eco-literacy program across Canada. The curriculum has been developed to provide real world - hands on STEM plus Art educational experiences utilizing the latest in sustainable design theory."*

On July 20, Executive Director Doyle and OAA Coordinator Special Projects, Romy Poletti met with No.9 to discuss the possibility of partnering on this K-12 Education Guide. No.9 expressed interest in considering a collaboration with the OAA and taking on the K-12 Education Guide, but likely in a pared-down, scoped way (for example, chunking up the K-12 Education Guide, so that the initial 'guide' would focus primarily on Grades 3-6 curriculum). They acknowledged that a full K-12 Guide is a very big undertaking, and they feel that they are already working on curriculum as it pertains to higher grades based on their

mandate for IMSC, their interest would be in developing curriculum or lesson plans for grades 3-6.

Notwithstanding this initial and very preliminary expression of interest, No.9 first requires approval from their own board as to whether or not this is a project they could or should consider taking on. No.9 agreed that the guide, as it exists to-date, is a good starting point, and could likely utilize pieces of the current document. If, however, they were to take this on as a project, they would ensure that the curriculum and lessons are developed all through an environmental lens (sustainability, social, economic) – that it is consistent with their mandate as an organization. As well, No. 9 recommended complete reconsideration of the Indigenous section of the guide, and voiced their concerns as it exists currently.

No. 9 also addressed concern about delivering a guide/tool without having a professional there to further teach this (in the past, teachers have expressed preference of having a professional in the classroom teaching this material). Their teaching philosophy is that a professional needs to be involved to deliver and provide guidance, and this also speaks to the delivery of the Indigenous content, wherein Indigenous individuals should be involved in its delivery. This is a different approach than what may have been initially envisioned with the K-12 Education Guide (i.e. lesson plans delivered solely by the teacher).

Discussion with Toronto Society of Architects (TSA)

On August 11, President Speigel, VP Education Krickhan, Executive Director Doyle and Special Projects Coordinator Poletti met with TSA staff to discuss this K-12 Education Guide. At the time of meeting, the K-12 Education Guide had not yet been shared with the TSA, and they were unable to offer direct feedback or suggestions on the guide; however, the meeting focussed largely on TSA's current and planned initiatives and programs relating to K-12 students architectural education. The TSA is committed to offering both in-person and virtual learning opportunities for students.

Similar to No.9, the TSA recommended “chunking” up and creating smaller lessons, in order to test and research viability and/or success of a lesson plan or program, before embarking on the creation of an entire comprehensive guide. TSA representatives noted that they had originally considered a full curriculum guide, however recognized the magnitude of such an undertaking. They are currently reviewing the OAA's K-12 Education Guide draft and will consider how/if parts of it could be implemented into their programming.

At the meeting, the group concluded that a sizeable project such as this one would benefit from a “Big Think” exercise. The reality is that there are many stakeholders within the Canada/Ontario architectural K-12 student education space and, it could be argued, are existing in a silo-ed way. All are doing

'something' related to public, and particularly youth education in architecture. A 'Big Think' exercise would be a roundtable or forum, hosted by the OAA and would help to direct the next steps for further imparting architecture into the K-12 curriculum. Invited participants at this roundtable would include No.9, TSA and might include others involved in architectural content for K-12 students such as STEAM/STEM program creators participating in the Ministry of Education curriculum or at public libraries; Ontario schools of architecture/universities offering K-12 student summer programs or online content, amongst others.

- In the interim, the meeting revealed that there are many existing opportunities, programs and organizations that the OAA could showcase on the OAA website, and act as a repository for this information. As Council is aware, staff is nearing completion of the new Education portal/dashboard webpages set to launch in fall 2022, an idea that was discussed and topics/dashboard items were researched by the Comprehensive Education Committee in 2020 and 2021. VP Education Krickhan and Ellen Savitsky, Manager, Education and Development brought this forward to VP Communications Jennifer King and Erik Missio, Manager, Communications, on behalf of the committee. This information could easily be incorporated into those pages, unless Council has any concern, staff will proceed with including this information.

- **Other**

Recently, President Spiegel attended a three-day conference - "Quality in Canada's Built Environment: Roadmaps to Equity, Social Value and Sustainability." The attendees/participants included the 12 schools of architecture across Canada. This conference was the brainchild of Jean-Pierre Chupin, Canada Research Chair in Architecture, Competitions and Mediations of Excellence at the University of Montréal; faculty from Laurentian University; Marco Polo - architecture and cultural critic; and other educators. Funding has been secured by this group from and they have buy in from all three levels of government to embark on a 5-year study looking at the "Quality in Canada's Built Environment: Roadmaps to Equity, Social Value and Sustainability." A \$20K grant will be given yearly to student researchers in each province to study this topic over the next 5 years. The conference participants felt that educating the general public is important and could go beyond educating the K-12 population - i.e. lifelong learning about architecture. The President feels that a place could be found within this new organization to develop a curriculum and strategy and that they should be included in our Big Think roundtable discussion (as well as others already identified). For more information on this research, see this article: <https://www.canadianarchitect.com/sshrc-grants-2-5m-to-a-partnership-on-quality-in-the-built-environment/>.

Another resource that was revealed over the summer is Toronto Metropolitan University's FEAS (Faculty of Engineering and Architectural Studies) webpage that offers a section that links to various resources for ["Kids, Parents, Teachers"](#) wherein one of the links includes a partnership between TMU and WeMadelt – with a current focus on engineering. It seems there may be potential for furthering this partnership to include additional/more architectural content. This is one of many examples of current and existing programs and initiatives that may need additional support to include architectural programming, and is another example of a stakeholder that could be invited to this possible 'Big Think' exercise.

Ontario Ministry of Education

Discussion and research this summer on the K-12 Education Guide once again highlighted that the Ministry of Education's involvement would be beneficial, if not essential, to help encourage the inclusion of architectural programming in the K-12 Ontario education curriculum, especially in light of these three items:

- 1) A new provincial government;
- 2) STEAM/STEM programming is gaining traction in K-12 Ontario Education curriculum and it is necessary that architecture be recognized within it;
- 3) Given the urgency of acknowledging and learning about the relationship between climate action and building sustainability, including architectural content and lessons for grades K-12 in the curriculum is, now more than ever, vital.

As it relates to a short and mid-term goal of this initiative, and at this juncture, now would be an ideal opportunity to advance a letter to the Minister of Education from President Spiegel on behalf of the OAA, that would speak to these items, with the recommendation that the Ministry of Education consider including architectural content in the K-12 Ontario education curriculum.

Action: Council is asked to consider the following two motions:

It was moved ... and seconded ... that Council and OAA staff identify stakeholders to participate in a 'Big Think' roundtable session on Grades K-12 architectural education in Ontario hosted by the OAA in the late fall 2022/winter 2023, and that the cost of the event be drawn from the policy contingency budget.

It was moved ... and seconded ... that Council direct OAA staff to draft a letter to the Minister of Education, from President Speigel on behalf of the OAA, advancing the recommendation that the K-12 Ontario curriculum include architectural programming/content.

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
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Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

FOR COUNCIL MEETING

September 22, 2022

(open)

ITEM: 4.3

From: Ellen Savitsky, Manager Education & Development

Date: September 13, 2022

Subject: Conference 2023 Sudbury – Draft Program and Schedule

Objective: To provide Council with the draft Conference 2023 Sudbury program and schedule.

As a reminder to Council the theme for Conference 2023 in Sudbury is:

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 at the gateway to Northern Ontario—a place of resource extraction and regeneration, of remoteness and richness, of communities and challenges*

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. The conference 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 considering the need for safe housing, healthy spaces, and inspiring projects here and now.

The dates selected for the Sudbury conference are **Wednesday June 21, which is the summer solstice, and National Indigenous Peoples Day, to Friday June 23 2023.**

Background for Developing Draft Program and Schedule in 2023

In anticipation of developing the program and schedule of events for conference 2023, a brainstorming session was hosted at the OAA in July that included Councillors, Committee members, society representatives as well as members at large and staff. The purpose of the session was to gather ideas regarding all aspects of conference including special events, programming, educational content, tours, as well as local activities. The session was well attended and feedback was robust and rich.

One of the foundational principles that resonated loud and clear out of the brainstorming session was the desire to take an experiential approach through the lens of this very unique location and the theme. There was consensus that this conference should focus on getting out in the community, learning about the local environment adjacent to urban issues, to hear about local challenges related to Architecture and how they have been addressed. Case studies and educational tours were also a strong recommendation that arose from the brainstorming session.

The Northern Society of Architects (NOSA) along with OAA Vice President Practice, Ted Wilson, who resides in Sudbury also expressed their willingness to help plan and organize the conference.

Shortly after the brainstorming session OAA Manager Education and Development Ellen Savitsky, and OAA Coordinator Development, Ashley Ward met with Vice President Wilson and NOSA Chair Amber Salach to discuss the cultures in Sudbury and potential sessions and experiential programming, tours, venues and Indigenous representation. Based on that meeting it was evident that Vice President Wilson and Society Chair Salach have devoted a considerable amount of time and thought into the drafting of the conference program, including educational content, venues, and special events.

Council is being asked to approve the attached draft schedule and programming for the Sudbury conference, acknowledging the considerable work that has already gone into the planning. The approval however should be subject to adjustments that may need to be made depending on the ability to organize the proposed content, associated budgets, as well as available resources and other potential limitations to determine the best outcome for Conference 2023. There may also be additional ideas presented over the next month or so in terms of content, which may be added.

Virtual Aspect of Conference

Based on consideration of a whole host of factors which includes member and Councillor feedback and ideas, the following two options have been suggested

as best approach(es) to achieve the goal and objectives around a virtual option i.e. providing quality content/education to members who are unable to attend the three-day Sudbury event.

The first option would be to host a one-day 'best of Sudbury' type event in fall 2023 (Sudbury is at the end of June and therefore a one day event in the midst of summer is not likely a good idea). The second options would be to integrate the 'best of' content into the fall 2023 webinar series i.e. a different session every other week.

Both of these options would meet the objective, and help members to feel they did not miss out if they did not go to Sudbury. In preparation, the Call for Presenters submission form would include language that if a session is chosen to be presented live in Sudbury, it may also be part of the virtual format presented in fall 2023.

Again, this approach would achieve our goal of making conference content accessible to all members, and also avoid the awkwardness of trying to video/record an experiential session, for example, that has been designed for in person attendance and simply reproduce it as a webinar. We have learned from experience that the quality is considerably diminished for those learning remotely, and of course we experienced first hand the challenges with live streaming were also of concern during last year's conference.

Council feedback on which of the two options above is requested. If the one day event is preferred, a budget and workplan to deliver this additional event will need to be developed. If the second option is preferred that can be easily integrated into the OAA's usual Continuing Education webinar series for fall 2023.

Action: **To approve the draft Program and Schedule for Conference 2023 and to provide direction for the virtual component for fall 2023 based on the above two options.**

Attachments: Draft Program and Schedule Conference 2023, Sudbury Ontario

	PRE-CONFERENCE		WEDNESDAY, JUNE 21		THURSDAY, JUNE 22		FRIDAY, JUNE 23			
	MONDAY, JUNE 19	TUESDAY, JUNE 20	Summer Solstice National Indigenous Peoples Day							
BREAKFAST	TRAVEL DAY (Council)	COUNCIL BREAKFAST 8:30 AM TO 9:00 AM COUNCIL MEETING 9:00 AM TO 12:00 PM (BREAK AT 10:00 AM) COUNCIL LUNCH 12:00 PM to 1:00 PM COUNCIL MEETING CONTINUED 1:00 PM TO 3:00 PM TRAVEL DAY (delegates)	LOCAL BREAKFAST @ HOTEL or GATHERING @ LU MAIN CAMPUS		LOCAL BREAKFAST @ HOTEL or GATHERING @ LU MAIN CAMPUS		LOCAL BREAKFAST @ HOTEL or GATHERING @ LU MAIN CAMPUS			
MORNING			OPENING CEREMONY/PLENARY 9:00 AM TO 10:00 AM	FULL DAY OPPORTUNITIES 8:30 AM TO 4:30 PM Tour / Event BIRCH BARK HARVEST Location: Whitefish Small group activity due to the nature of the experience. Includes: Walking tour and demonstration, followed by lunch with the Indigenous community. Hosted by Indigenous community representatives	SHIFT PLENARY 8:30 AM TO 10:00 AM		FULL DAY EXPERIENTIAL LEARNING* OPPORTUNITIES 8:30 AM TO 4:30 PM	CONTINUING EDUCATION & EXPERIENTIAL LEARNING* 8:30 AM TO 10:00 AM		FULL DAY EXPERIENTIAL LEARNING* OPPORTUNITIES 8:30 AM TO 4:00 PM
BREAK			BREAK (30 minutes)		BREAK (30 minutes)			BREAK (30 minutes)		
MORNING			CONTINUING EDUCATION & EXPERIENTIAL LEARNING* (CONCURRENT SESSIONS) 10:30 AM TO 12:00 PM		CONTINUING EDUCATION & EXPERIENTIAL LEARNING* (CONCURRENT SESSIONS) 10:30 AM TO 12:00 PM			CONTINUING EDUCATION & EXPERIENTIAL LEARNING* (CONCURRENT SESSIONS) 10:30 AM TO 12:00 PM		
LUNCH			TRAVEL TIME (10 MINUTES)		TRAVEL TIME (10 MINUTES)			TRAVEL TIME (10 MINUTES)		
LUNCH			SPONSORED LUNCH 'N' LEARN SESSIONS and GROUP DINING IN DINING HALL or EXPERIENTIAL LEARNING*		SPONSORED LUNCH 'N' LEARN SESSIONS and GROUP DINING IN DINING HALL or EXPERIENTIAL LEARNING*			SPONSORED LUNCH 'N' LEARN SESSIONS and GROUP DINING IN DINING HALL or EXPERIENTIAL LEARNING*		
BREAK			BREAK (30 minutes)		BREAK (30 minutes)			BREAK (30 minutes)		
AFTERNOON			COUNCIL - CHECK-IN To assigned hotel	CONTINUING EDUCATION & EXPERIENTIAL LEARNING* (CONCURRENT SESSIONS) 2:00 PM TO 3:30 PM	CONTINUING EDUCATION & EXPERIENTIAL LEARNING* (CONCURRENT SESSIONS) 2:00 PM TO 3:30 PM			CONTINUING EDUCATION & EXPERIENTIAL LEARNING* (CONCURRENT SESSIONS) 2:00 PM TO 3:30 PM		
BREAK	COUNCIL FREE-TIME	FREE-TIME	BREAK (30 minutes)		BREAK (30 minutes)			BREAK (30 minutes)		
AFTERNOON		SOCIETY CHAIRS MEETING Exact Timing TBD	CONTINUING EDUCATION & EXPERIENTIAL LEARNING* (CONCURRENT SESSIONS) 4:00 PM TO 5:30 PM	CONTINUING EDUCATION & EXPERIENTIAL LEARNING* (CONCURRENT SESSIONS) 4:00 PM TO 5:30 PM		CONTINUING EDUCATION & EXPERIENTIAL LEARNING* (CONCURRENT SESSIONS) OR CLOSING SESSION CEREMONIAL FIRE EXTINGUISHED LU CAMPUS - WIIGWAM 4:00 PM TO 5:30 PM				
		FREE-TIME	FREE-TIME		FREE-TIME		FREE-TIME			
EVENING	ANINISHNAABE COMMUNITY WELCOME - CEREMONIAL FIRE LIGHTING LU MAIN CAMPUS 6:00 PM TO 7:30 PM	COUNCIL AND STAFF DINNER or	PARTICIPATING IN LOCAL COMMUNITY CELEBRATIONS or		SPECIAL EVENT PRESIDENT'S RECEPTION RECOGNITION EVENT Science North - The Cavern		SPECIAL EVENT NOSA SOCIAL 6:30 PM TO 10:00 PM			
		HOSTED DINING EVENT/ COMMUNITY ROUND DANCE AND FEAST**	SPECIAL EVENT OPENING EVENT @ MoSA** Community Round Dance and Feast incl. Designing with Dignity Competition Exhibit							
	PRE - COUNCIL DINNER Verdicchio Ristorante (Local Society Recommendation) 7:30 PM TO 9:30 PM	** Please note that conversations are currently underway to determine the best plan/timing for the Local Feast as June 21 is an important day for Elders and members of the local Indigenous communities.We are taking our direction for planning these events based on feedback and input.			ARCHIFÊTE Science North					

Please note: this schedule may be amended as needed based on logistics and budget. || *For examples of the Local Society's suggested Experiential Learning Experiences, please refer to the next page.



Extensive time and efforts have been made by NOSA to support Conference. We are appreciative of the documents, feedback and input that they (under the direction of Amber and Ted) have extended to staff. They have offered their expertise which staff will continue to leverage. Below is a summary of the documentation that has been provided to date.

The overview below is subject to final review of all proposal submitted as part of the Call for Proposals. Staff will work with NOSA representatives to refine and plan the programming building on this significant work. Each day of Conference, there will be between three and five onsite classroom sessions (final program will be determined following review of the submissions received). Below reflects the additional enhanced learning experiences that can place on-site at the main campus at LU and offsite locally as part of 90 minute, half-day and full day programming.

PROGRAMMING RECOMMENDATIONS FROM LOCAL SOCIETY

SUGGESTED EXPERIENTIAL LEARNING UNDER CONSIDERATION

Case Studies | Wednesday, Thursday & Friday — 90 minutes

INDIGENOUS SHARING AND LEARNING CENTRE + WIIGWAM
90 minute walking tour | Host: Indigenous community representatives

VALE LIVING WITH LAKES CENTRE
90 minutes including transfer time
Host: J.L. Richards (Architect) with Dr. John Gunn, Research Chair,
Stressed Aquatice Systems (to be confirmed)

CAMPUS MODERNIZATION
90 minute walking tour | main campus including panorama view
from top of Parker Building
Host: McEwen School of Architecture (MSoA) faculty

STUDENT CENTRE
90 minute walking tour | Host: BSA (Architect-led)

CLIFF FIELDING RESEARCH, INNOVATION AND ENGINEERING BUILDING
90 minute walking tour | Host: BSA (Architect-led)

ALPHONSE RAYMOND PAVILION
90 minute walking tour focusing on Francophone programs at LU
Host: TBD

ST. DAVID CATHOLIC ELEMENTARY SCHOOL
90 minute including transfer time | Host: TBD

SUGGESTED EXPERIENTIAL LEARNING UNDER CONSIDERATION

Case Studies | Wednesday, Thursday & Friday — 1/2 day minutes

McEWEN SCHOOL OF ARCHITECTURE
Two potential 1/2 day program options
Option 1: Walking tour of the School and site
demonstration of Indigenous tobacco planting
(traditionally planted in June)
Option 2: Walking tour of the School and site
demonstration of traditional medicinal plant cultivation
Host: MSoA faculty with Indigenous community
representatives

PLACE des ARTS (PdA)
Bilingual walking tour highlighting the Francophone
programs at the PdA. Topics of Cultural Artifact
Integration and potentially Downtown Poetry/Walking
tour. Checking with GNO to see if NOSA can curate an
exhibition in their gallery space at PdA.
Host: Place des Arts representatives

THE WORK OF ART TOWNEND
Shuttle tour of buildings designed by Art Townend, OAA
- includes Fielding Memorial Chapel of St. Mark, CRA
Centre, Yacht Club, and local residences
Host: MSoA faculty

COPPERCLIFF: THE ORIGINAL MINING TOWN
Bus shuttle to Coppercliff
Followed by walking tour of the community
including history of urban form and mining
Host: MSoA faculty or Kenneth Hayes

SCIENCE NORTH
15 minute shuttle to site
- walking tour of site and buildings
- possible viewing of an IMAX short film on the North
Host: Dr. David Pearson, Climate Scientist and Geologist
(to be confirmed)

**REGENERATIVE DESIGN:
THE RE-GREENING OF SUDBURY**
Bus shuttle to BioSki Chalet
in the Laurentian Conservation Area
60 minute hike through the conservation area,
concluding at Lake Laurentian
Activity Level: Highly Active
Host: Dr. Peter Beckett, Wetlands Ecologist and Founder
of the Re-Greening project (to be confirmed)



NEW THIS YEAR.
OAA is planning to offer full day programming in order to provide opportunities to explore local areas outside greater Sudbury. With this in mind, NOSA has suggested the following.

SUGGESTED EXPERIENTIAL LEARNING UNDER CONSIDERATION

Case Studies | Thursday & Friday — Full day

MANITOULIN ISLAND

Itinerary in consultation with Wikwemikong Tourism and North Bay Architects
Stop could include: Manitoulin Secondary School
Host: Indigenous community representatives

FRENCH RIVER

75 minute shuttle to site
Walking tour of the centre and French River site
Host: MSoA faculty / Baird Sampson Neuert Architects representative (to be confirmed)
Potential Addition: Steven Fong Architect Residential Project

WAHNAPITAE FIRST NATION COMMUNITY CENTRE

75 minute shuttle to site
Walking tour of the centre and site at Lake Wahnapiatae
Additional programming would be required to transform to full day
Host: MSoA faculty / Larocque Elder Architects representative (to be confirmed)

SKETCHING ACTIVITY

There are many opportunities to sketch.
Onaping Falls or Laurential Loop or French River
Sketch landscapes painted by the Group of Seven .
Host: Sketch Session Leader
Local artists can also be engaged.

PROGRAMMING RECOMMENDATIONS FROM LOCAL SOCIETY || continued...

Additional options suggested by NOSA that could be explored...

Other buildings for case studies:
Dynamic Earth and Dynamic Earth GO Deeper:
Integration of Mining and Architecture (Assembly Occupancy)
HOST Lead Scientist Jennifer Beaudry

Other Industrial Buildings such as:
Technica, Stainless Steel Technologies, Ste Anne des Pins; downtown Sudbury
HOST Louis Bélanger

North Bay was discussed during the joint meeting in July as a potential full day program as well. As we consult with North Bay Architects, other opportunities for full day programming could emerge.

In addition to the day programming, NOSA also offered evening programming including...

**Opening Event || Location: MSoA
Community Round Dance and Feast**
(suggested June 21, 2023 pending consultation with Indigenous representatives)
includes Designing with Dignity Competition Exhibit

Elements suggested by NOSA
Evening begins with welcome from MSoA and the Indigenous community
Round Dance in the MSoA Atrium (music and dance with all participating)
Pre-dinner fare prepared by Indigenous chefs
Move upstairs to the Feast in the main studio space (buffet with tricultural theme)
Possible caterers: La Fromagerie (chicouterie boards, etc); Indigenous community
Musical interludes through the evening

Closing Event || NOSA Social || Location: TBA
Details to be determined.

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
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Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

FOR COUNCIL MEETING

September 22, 2022

(open)

ITEM: 4.4

From: Kristi Doyle, Executive Director

Date: September 8, 2022

Subject: OAA Support for 2020 Venice Biennale in Architecture

Objective: To consider the OAA's financial support for Canada's entry at the Venice Biennale in Architecture 2023.

The OAA has received a request to consider sponsorship of the Canadian entry to the Venice Biennale 2023. A copy of the email request is attached.

Attached you will also find a package of information which details the Canadian submission for the upcoming 2023 Biennale in Venice. Canada's participation will take form in the official entry titled *Not for Sale!*, which focuses on the housing crisis and will address housing alienation by presenting bold visions for affordable housing in Canada. The collective group called *Architects Against Housing Alienation (AAHA)* was awarded the commission to represent Canada at the Biennale by the Canada Council for the Arts. The AAHA will transform the Canada Pavilion into a headquarters for equitable housing and will collaborate with various activist organizations, housing advocates, and architects to develop demands and create projects to address housing alienation. The teams of organizations will host online events and in Canada with the aim to encourage Canadians to support the call for safe, healthy, and more equitable housing.

. The OAA sponsored the Canadian entry in 2014, 2016, and 2018. In 2019 Council approved support for the 2020 Biennale, however, it was postponed due to the pandemic and that funding was not expended. Due to the uncertainty of the event an amount has not been budgeted for since 2019. Notwithstanding,

OAA Council is asked to consider sponsorship of the Pavilion. For information, the OAA has sponsored the Canadian entry in the past at the \$25,000 and in 2019 in the amount of \$20,000. For Council's information, an approved amount could be allocated from the OAA Council Policy Contingency for 2022, which still has funding remaining for this fiscal year.

Action: Council is asked to consider the following motion:

It was moved by and seconded by that funding for the Canadian entry to the Venice Biennale 2023 be approved in the amount of \$XXXX.

Attachments: AAHA Proposal – Not For Sale! Exhibition at Canada Pavilion in Venice Italy

Not For Sale!

Exhibition at Canada Pavilion in Venice, Italy

Exhibition dates: May 20– November 2023

Curators: Architects Against Housing Alienation

Adrian Blackwell (Waterloo), David Fortin (Waterloo), Matthew Soules (UBC), Sara Stevens (UBC), Patrick Stewart, Tijana Vujosevic (UBC)

Architects Against Housing Alienation (AAHA) is a curatorial collective, newly-formed for the Venice Biennale of Architecture, with a mission to instigate an architectural movement to create socially, ecologically, and creatively empowering housing for all.

The Canada Council for the Arts has awarded (AAHA) the commission to represent Canada at the 18th International Architecture Exhibition – La Biennale di Venezia, from May 20 – November 2023. AAHA's exhibition, *Not For Sale!*, will be an activist campaign for non-alienated housing that will occupy the Canada Pavilion in Venice, Italy.

Canada is suffering from a deep and protracted housing crisis—ranging from a widespread lack of affordability to under-housing, precarious housing, and homelessness. This contemporary reality formed through the extractive logic of speculative real estate, is built on the simultaneous colonial dispossession of Indigenous lands and the modern invention of fee-simple property. Real estate speculation is extractive, transforming homes into investment vehicles for wealth storage. It creates a systemically racist, sexist, and classist urban environment. This global phenomenon is no more apparent than in Canada, a country whose economy is now largely driven by real estate.

AAHA will transform the Canada Pavilion into a campaign headquarters for equitable housing that rejects this conception of property and the financialized form of architecture that it entails. To address these challenges, AAHA will collaborate with interdisciplinary and geographically-dispersed teams comprised of activist organizations, housing advocates, and architects. Together they will develop demands and create architectural projects to address housing alienation, presenting bold visions for equitable and deeply affordable housing in Canada. During and after the exhibition in Venice, the teams will host events online and in Canada to raise awareness of the architectural and land dimensions of the housing crisis and to create

regional-specific demands for visionary solutions to the housing crisis. AAHA aims to energize all Canadians to add their voices to the call for safe, healthy, and more equitable housing.

Contributors & Collaborators: A Better Tent City | Affordable Housing Association of Nova Scotia | At Home in the North | Atelier Big City | Shawn Bailey and Lancelot Coar, University of Manitoba | Bâtir son quartier | Canadian Cohousing Network | Centre d'écologie urbaine de Montréal (CEUM) | CP Planning | David T Fortin Architect Inc | FBM | Gentrification Tax Action | Haeccity | Ian Campbell | Ipek Tureli, CRC Chair in Architectures of Spatial Justice, McGill University | Katlia Lafferty | Keele Eglinton Residents | L'OEUF | LGA Architectural Partners | One House Many Nations | Ouri Scott Architect, Urban Arts | Out of the Cold Community Association | Parkdale Neighbourhood Land Trust | Patrick Stewart | Sarah Silva | Studio of Contemporary Architecture | SvN Architects and Planners | Toronto Tiny Shelters

Academic Partners: University of British Columbia | University of Waterloo

Budget

\$500,000	Awarded by Canada Council for the Arts towards exhibition production
\$23,900	In-kind contributions from The University of British Columbia, School of Architecture and Landscape Architecture
\$15,000	In-kind contributions from University of Waterloo School of Architecture
\$538,900	Total

Fundraising Efforts

AAHA is approaching the regulatory boards and foundations related to the architecture profession in Canada for support. These are:

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

Because the project is supported by the Canada Council for the Arts, *Not For Sale!* is not eligible for funding from the Social Science & Humanities Research Council.

AAHA will not be seeking funding from organizations or private companies that would compromise our commitment to decommodified housing.

Funding Needs

AAHA has identified areas that need support. These are Student Experience, and Events in Canada.

Student Experience

Students from UBC and Waterloo will spend three months in Venice studying the housing crisis and architecture's role in it. Our goal is to lower barriers to participation for all students through fundraising. The following areas would support the 15 UBC students going to Venice:

\$18,000	Student flights (15 @ \$1,200 each)
\$7,500	Course fee (15 @ \$500 each) to cover instructor accommodation
\$24,000	Living expense supplement (15 @ \$1,600 each) to cover higher costs for food, incidentals, transit, etc.

\$36,000	Housing allowance for students (15 @ \$2,400 each)
\$15,000	UBC students' wages as Gallery Attendant
\$100,500	Total

Events in Canada

Each of the ten teams will host events in Canada that raise awareness about the housing crisis, create engagement between architects, advocates, and activists, and mobilize architects for positive change. We seek support for the following:

\$9,600	Campaign Strategist's travel, accommodation, per diem (8 @ \$1,200 each)
\$5,000	Refreshments and rental fees for ten events
\$12,000	Postering campaign to promote events in major Canadian cities (Two deployments: April 2023 and another during the exhibition) in Vancouver, Toronto, Montreal, and Halifax (2 deployments x 4 cities x \$1,500 printing and installation of 1000 posters)
\$4,800	Sign Campaign (Two deployments: April 2023 and another during the exhibition) in the North and Prairies (2 deployments x 2 regions x \$1,200 fabrication and installation of 500 signs)
\$3,000	Stickers and campaign propaganda to be given away at events
\$34,400	Total

Memorandum

FOR COUNCIL MEETING

September 22, 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
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Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Kristi Doyle, Executive Director

Date: September 8, 2022

Subject: **Reappointment of OAA's Representative to the national Committee for the Examination of Architects in Canada (CExAC)**

Objective: To consider the reappointment of Jeff Laberge as the OAA's representative to the CExAC.

OAA Councillor Jeff Laberge is currently serving as the OAA's representative to the national CExAC. Laberge will be completing his first three-year term on CExAC effective December 31, 2022.

A call for expressions of interest from Council were sent out on August 22. Councillor Payer responded noting interest in CExAC, as well as the International Relations Committee. At the same time, Laberge also expressed an interest in being reappointed, and serving an additional three year term on CExAC.

Attached are the OAA's terms of reference for our CExAC representative. This is a document created by the OAA and applies to our representative only. Other jurisdictions may have specific guidelines that apply directly to their appointee. Council will note that it is anticipated that the CExAC representative will be a member of Council, however, it is recognized as well that two terms is in fact contemplated in the national terms of reference for the Committee for a provincial representative.

Further to my discussion with President Speigel, it has been suggested that Council consider the current circumstance and reappoint Jeff Laberge, notwithstanding he is currently not a member of Council. In support of this, ROAC and CExAC are about to embark upon a broad review of the ExAC with a

view to considering ways to modernize and/or update the exam from all aspects. Given Laberge's knowledge and involvement during the last three years (i.e. during COVID and the online administration) this major review of the examination would benefit from Laberge's corporate knowledge and ensure continuity during this period.

Action: Council is asked to consider the following motion:

It was moved by and seconded by that architect, Jeffrey Laberge be reappointed to the Committee of the Examination for Architects in Canada (CExAC) as the Ontario representative for a three-year term effective January 1, 2023.

Attachments: Terms of Reference - OAA Representative to the Committee for the Examination for Architects in Canada

Terms of Reference

OAA Representative to the Committee for the Examination for Architects in Canada

Approved: May 18, 2011

Revised: March 16, 2018

General

In accordance with the Agreement Protocol on the Examination for Architects in Canada (ExAC) dated March 11, 2001, and amended October 2009 and amended again November 10, 2012, the Ontario Association of Architects holds one seat on the national Committee for the Examination for Architects in Canada. The protocol allows for a total of six seats on the CExAC representing six geographic regions across Canada.

Each member/region of the Committee is entitled to one vote on the Committee pertaining to matters that are before the Committee.

As a member of the Committee, the OAA's representative will ensure, to the best of their ability, that the roles and responsibilities of the CExAC are carried out according to the Protocol Agreement and the Terms of Reference for CExAC appended thereto.

Appointment

The OAA's representative will be appointed by the members of the Council. The term of appointment is three years and will follow the schedule as set out in the Protocol Agreement; note that this schedule is to permit staggered sequencing of members to the committee in order to reduce the turnover in any given year to not more than two members. The individual will be a member of OAA Council at the time of their appointment. Appointment of the individual is at the discretion of the Council and notwithstanding the term of appointment, the Council may replace its appointed representative at its discretion, however continuity and corporate memory is important to this file.

The representative should have a good understanding of the ExAC as the Canadian licensing exam for the practice of architecture in Canada. Other attributes to consider in making the appointment include a thorough understanding of:

- The history of the ExAC's development
- Examination psychometrics and statistics

- A good grasp of language, language structure and editing
- The specific learning objectives of the exam
- An understanding of the Exam's delivery
- A good understanding of the role of the national Committee in terms of its relationship to the members of the Canadian Architectural Licensing Authorities (CALA)
- A good understanding of the parameters of the Committee's responsibilities
- Working familiarity in both official languages is an asset

Responsibilities and Reporting

As the OAA's representative to the national Committee, the individual will be responsible as follows:

The representative will report directly to the Council and will provide regular written reports to the Council which will coincide with each meeting of the Council.

- Where the individual is not a member of the Council, they will be available to present the regular report in person at the request of the Council via the Vice President Regulatory.
- The representative will seek input from the Council on new policy initiatives and directions being considered by CExAC as it relates to their mandate to ensure the ongoing administration and maintenance of the national exam, again via the Vice President Regulatory.
- On matters of policy relative to the ExAC, the OAA representative will take direction from the Council as to the OAA's position and deliver that position accordingly
- Council will ensure that any information shared in the course of the regular reporting that is considered confidential will remain as such.
- The representative shall attend meetings of the CExAC as required; in general, this includes one meeting in Montréal in late January; a one day meeting in the spring and a two-to-three day meeting in the fall. As the CExAC is a national committee, meetings may occur anywhere in Canada other than as noted above or below; other meetings may occur throughout the year by conference call
- The representative may be requested or required to participate in other meetings or events representing the CExAC; this may include exam vetting sessions (generally in Vancouver in the mid-spring and generally a two day event) and the marking session (four days in early December in Montréal).
- The CExAC will elect a chairperson at the January meeting; the representative, if elected to that position, may be required to attend bi-annual meetings of CALA; one generally occurs at the RAIC festival (in spring) and the other in the fall.
- Travel and other expenses incurred are reimbursed in accordance with the Protocol agreement



Memorandum

FOR COUNCIL MEETING

September 22, 2022

(open)

ITEM: 4.7

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
Christina Karney	Jennifer King
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Gaganjot (Gagan) Singh	Andrew Thomson
Settimo Vilardi	William (Ted) Wilson
Marek Zawadzki	

From: Kristi Doyle, Executive Director

Date: September 8, 2022

Subject: **Appointment of an Ontario representative to the International Relations Committee (IRC)**

Objective: To consider the nomination of Councillor Clayton Payer as representative to the IRC.

In accordance with the terms of reference established for the Regulatory Organizations of Architecture in Canada's (ROAC) International Relations Committee a vacancy will arise on the IRC at the end of this year which is to be filled by an OAA representative.

A call for expressions of interest from Council was sent out on August 29. An expression of interest was received from Councillor Payer and is attached for reference.

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

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

Per the agreed to process and procedures for the national committee, the nomination from OAA Council will be advanced to the national level and will be subject to approval by all ROAC jurisdictions at the fall meeting. Attached are the IRC terms of reference. Note that the document still references CALA and does not yet reflect the formalization of CALA to ROAC. These documents will be updated shortly.

Action: Council is asked to consider the following motion:

It was moved by and seconded by that OAA Councillor, Clayton Payer be nominated for appointment to the ROAC International Relations Committee (IRC) as the Ontario representative for a three-year term effective January 1, 2023.

Attachments: Terms of Reference International Relations Committee
Expression of Interest – Clayton Payer

Terms of Reference:

International Relations Committee (IRC)

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

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

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1 Introduction

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

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

2 Mandate

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

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

3 Committee Composition

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

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

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

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

3.1 CALA Secretariats

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

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

The profession is currently signatory for the following MRAs:

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

3.2 Nomination Process and Duration of Appointment

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

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

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

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

3.3 Committee Chair

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

3.4 Meetings

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

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

4 Responsibilities

The Committee shall:

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

4.1 Communications and Reporting Responsibilities

The Committee shall:

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

4.2 Process for Review and Approval of the Annual Budget

The operating budget shall:

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

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

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

5 Process for Dealing with Special Projects

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

6 Final Provisions

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

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

2022.09.22

Expression of interest in serving as OAA representative to IRC

Hello

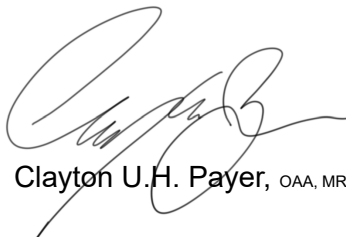
I am pleased to put forward my expression of interest for the position of OAA representative to the International Relations Committee (IRC). As an architect who's path to licensure was via the ExAc process, I've had a interest in international reciprocity for the newer exam process.

Since university and my foreign internships in China and Japan, I've maintained a keen interest in the mobility of architects globally. We as architects typically share a common building knowledge, let alone many of us are educated globally within that common knowledge base. With such a universal education and our ever shrinking digital world, the act of reciprocity becomes so much more important. The act of licensure should not be the barrier to international mobility nor a mentality of permanency as a design professional. Many professionals specialize in particular architectural sciences that lend themselves to not only their local market, but international markets. Such freedom of knowledge flow will only strengthen the resolve of the global architectural community to tackle climate change, social welfare, and evolution of humankind.

As representative to the IRC, I would strive to continue its goal of adoption, implementation, modification, and maintenance of its international mandates.

Thank you for your time and consideration,

Best Regards



Clayton U.H. Payer, OAA, MRAIC

Memorandum

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
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Marek Zawadzki	

FOR COUNCIL MEETING

September 22, 2022

(open)

ITEM: 4.8

From: Christie Mills, Registrar

Date: September 7, 2022

Subject: Update to Council Policy and Regulatory Notice RN.11

Objective: Council to review and approve updates to the Lic.Tech.OAA Council Policy and Regulatory Notice RN.11 to reflect the integration of the OAA Technology Program.

Background

The integration of the OAA Technology Program from OAAAS involves an audit of all existing documents and materials so that content may be updated.

One such document is the OAA Council Policy Licensed Technologists OAA. Attached is an updated Policy that replaces "OAAAS" with "OAA Technology Program".

Another document is the Regulatory Notice RN.11. Council is asked to consider the highlighted updates in the attached.

Action: Council is asked to consider the following motion:
It was moved by _____ and seconded by _____
that Council approve the updated OAA Council Policy
Licensed Technologists OAA and Regulatory Notice RN.11.

Attachments: 1) Council Policy Licensed Technologists OAA revision dated September 2022.
2) Regulatory Notice RN.11



Council Policy

Policy Name	Policy of the Council with respect to the Licensed Technologist OAA
Issue Date	January 2010
Revision Dates	December 4, 2020 September 22, 2022

Section 13(1)¹ of the [Architects Act](#) sets out the requirements for the issuance of a licence by the OAA. Every applicant must comply with the academic and experience requirements stipulated in Section 31² of the Regulations, and must pass examinations and courses of study the Council may set or approve, unless the Council has exempted the applicant.

Where an applicant for a licence has successfully completed the **OAA Technology Program** the applicant shall be exempted from these requirements, subject to the Terms, Conditions, and Limitations set out in this Policy, which shall be incorporated into and form part of the licence issued by the Registrar.

Terms, Conditions and Limitations of Licence

1. The Licensed Technologist OAA may provide, and personally supervise and direct, architectural services for a building that:
 - a) as constructed, enlarged, or altered, is not more than three storeys in height and not more than 600 square metres in gross area and is used or intended for one or more of the following occupancies:
 - i. Residential;
 - ii. Business;
 - iii. Personal services;
 - iv. Mercantile;
 - v. Industrial; or
 - vi. a restaurant designed to accommodate not more than 100 persons consuming food or drink;
 - b) is used or intended for residential occupancy, and contains one dwelling unit or two attached dwelling units, and, as constructed, enlarged, or altered, is not more than four storeys in height;
 - c) is used or intended for residential occupancy, that contains three or more attached dwelling units and, as constructed, enlarged, or altered, is not more than four storeys in height and not more than 600 square metres in building area;
 - d) is excepted by the *Architects Act*, S.11 (3).³
2. The Licensed Technologist OAA shall use the designation "Licensed Technologist OAA," or "Lic.Tech.OAA" in every aspect of the practice of architecture. The Licensed Technologist OAA may not use the title "Architect" in any form.

¹ *Architects Act*, R.S.O. 1990, c. A.26, s. 13 (1); 2010, c. 16, Sched. 2, s. 1 (6).

² *Architects Act*, O. Reg. 430/97, s. 1; O. Reg. 337/08, s. 1; O. Reg. 150/11, s. 1.

³ *Architects Act*, R.S.O. 1990, c. A.26, s. 11 (3).

3. The Licensed Technologist OAA may act as the prime consultant for the construction, enlargement, or alteration of any building. However, where the Lic.Tech.OAA has agreed to arrange for the provision of architectural services to a member of the public beyond those permitted by Paragraph 1, they must engage a holder of a Certificate of Practice not subject to these Terms, Conditions, and Limitations.
4. The Licensed Technologist OAA is bound by the same standards of practice and rules of conduct as an Architect; the *Architects Act* and Regulation 27 apply equally to the Architect and the Licensed Technologist OAA. The OAA's regulatory notices and other information also apply equally to the Lic.Tech.OAA such that where the word "Architect" appears, the title Licensed Technologist OAA can be interchanged.⁴
5. The Licensed Technologist OAA may stand for office and vote at an election of members of OAA Council for the Lic.Tech.OAA representative for the Province of Ontario. A Lic.Tech.OAA may vote at the annual or other general meetings of the members of the Association.
6. The Licensed Technologist OAA may act as a Supervising Professional⁵ under the Internship in Architecture Program (IAP) for architectural services permitted by Paragraph 1, but may not act as a Mentor.
7. At least one Licensed Technologist OAA shall sit on any OAA Statutory Committee convened for the purpose of assessing or making decisions on a matter where the member in question is a Licensed Technologist OAA.

Terms, Conditions and Limitations of Certificate of Practice

The Certificate of Practice shall be subject to the same Terms, Conditions, and Limitations as the licence.

8. The Licensed Technologist OAA may provide architectural services to the public as a sole proprietor, in a partnership, or through a corporation, providing that the proprietor, partnership, or corporation holds a Certificate of Practice. The Certificate of Practice shall be subject to the limitations of Paragraph 1.
9. The Licensed Technologist OAA shall not directly or indirectly own or control more than 49% of the voting shares and value of all the shares of a corporation, or directly or indirectly hold more than 49% of the voting and financial interest of a partnership, to which a Certificate of Practice not subject to the Terms, Limitations, and Conditions of this policy has been issued under Section 14⁶ or 15⁷ of the *Architects Act*.

⁴ [OAA Regulatory Notice 11](#), R11 Licensed Technologist OAA, v.2.0

⁵ Internship in Architecture Program [Manual](#) - Reference Supervising Architect.

⁶ *Architects Act*, R.S.O. 1990, c. A.26, s. 14 (1); 2010, c. 16, Sched. 2, s. 1 (7, 8).

⁷ *Architects Act*, R.S.O. 1990, c. A.26, s. 14 (2); 2010, c. 16, Sched. 2, s. 1 (9, 10).



Licensed Technologist OAA

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Summary

A Licensed Technologist OAA is an individual who is granted a licence by the Ontario Association of Architects (OAA) to practise architecture with very specific Terms, Conditions and Limitations (TCL). One of the conditions of licensure is that the individual must NOT refer to themselves as an 'architect'. These individuals must use the title Licensed Technologist OAA.

The Licensed Technologist OAA may be issued an OAA seal by the Registrar, which differs considerably from the architect's seal. This seal allows the Licensed Technologist OAA to exercise personal supervision and direction for design work that they are permitted to perform under the TCL of their licence. The Licensed Technologist OAA may provide services directly to the public however only under a Certificate of Practice issued by the OAA and for projects which are within their permitted scope of practise.

Background

The OAA Technology Program is the pathway through which an individual can obtain licensure as a Licensed Technologist OAA. This program recognizes technologists in the architectural discipline who have met certain standards of education, experience and examination. Officially launched in 2003, the Program was administered on behalf of the OAA by the Ontario Association for Applied Architectural Sciences (OAAAS). The OAA was a founding partner of the OAAAS. On June 30, 2022, the OAAAS was dissolved and the administration of the program was fully integrated into the operations of the OAA. ~~OAA and the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) established a program to recognize technologists in the architectural discipline who have met certain standards of education, experience and examination. This program, officially launched in 2003, is administered by the OAAAS.~~

The Licensed Technologist OAA is permitted to provide architectural services directly to the public via a Certificate of Practice issued by the OAA, which also is subject to TCL, and requires mandatory professional liability insurance. Such services may be for everything that the public may provide, plus:

- Residential occupancy containing dwelling units up to 4 storeys;
- Restaurants accommodating not more than 100 persons (max. 3 stories, max. 600 m² gross area)

The professional requirements of the [Architects Act](#) (the Act) and its [Regulation](#) as well as OAA Regulatory Notices and other OAA information apply equally to Architects and the Licensed Technologists OAA. The Licensed Technologist OAA is bound by the same standards of practice and rules of conduct as an Architect. The OAA's Regulatory Notices also apply equally to the Licensed Technologist OAA such that where the title 'Architect' appears, the title Licensed Technologist OAA can be interchanged. Note however that this does not apply in cases where the information is dealing with an issue that is beyond the permitted scope of practice of the Licensed Technologist OAA.

An Intern Architectⁱⁱ or Student Associateⁱⁱⁱ may be employed by a Licensed Technologist OAA with a Certificate of Practice, and the Licensed Technologist OAA or an Architect employed under that Certificate of Practice may sign the Internship in Architecture Program (IAP) experience record forms as the employer. Intern Architects and Student Associates are cautioned that requirements for licensure will require a broader range of experience than a Licensed Technologist OAA is permitted to provide. It is the responsibility of the Licensed Technologist OAA to ensure that they abide by all of the terms, conditions and limitations placed on their licence. The Licensed Technologist OAA is also bound by the same standards of practice and professional conduct, to which all Architects are subject, as well as the OAA's complaints and discipline

processes.

As a requirement of maintaining their licence, the Licensed Technologist OAA is subject to specific learning requirements under the OAA's Continuing Education Program.

ⁱ **OAA Member:** Every person licensed by the Ontario Association of Architects is a member of the Association, subject to any term, condition or limitation to which the licence is subject. R.S.O. 1990, c. A.26, s. 5 (1).

ⁱⁱ **Intern Architect:** Intern Architects are persons who are of good character, have paid the annual fees prescribed by the bylaws, have complied with the academic requirements specified in the regulations for the issuance of a licence and are appointed as Intern Architects by the Registrar. O. Reg. 91/93, s. 2; O. Reg. 379/94, s. 2 (1).

ⁱⁱⁱ **Student Associate:** Student Associates are persons who are of good character, have paid the annual fees prescribed by the bylaws, are enrolled in CACB accredited Canadian or NAAB accredited U.S. faculties, schools or departments of architecture or other courses of study that are considered by Council to be equivalent to such faculties, schools or departments and are appointed as Student Associates by the Registrar. O. Reg. 91/93, s. 3.

References

Architects Act, R.S.O. 1990, c. A. 26

Regulation 27, R.R.O. 1990, O. Reg 27

The OAA does not provide legal, insurance or accounting advice. Readers are advised to consult their own legal, accounting or insurance representatives to obtain suitable professional advice in those regards.

Memorandum

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

September 22, 2022

(open)

ITEM: 4.9

From: Christie Mills, Registrar

Date: September 8, 2022

Subject: Internship in Architecture Program – Observer and Parallel Experience.

Objective: Council to review and approve updated process for intern architect experience gained via observer or parallel context.

Background

Section 2.2 of the national Internship in Architecture Program (IAP) sets out the following:

Observer or Parallel Documents

It is recognized that the Intern may not always be able to complete some areas of architectural experience directly, but may, for certain activities, participate as an observer. For example, it may be impractical in some instances for the Intern to represent the office at a site meeting and subsequently write the follow-up report.

However, it may be practical for the Intern to accompany the qualified person often enough to know what would be expected and prepare a follow-up report for review by the Supervising Architect. The Supervising Architect must indicate in their comments in the CERB to the ROAC jurisdiction where the use of parallel documents or participation as an observer has occurred.

Credit for experience as an observer or by completing parallel documents may be granted by the ROAC jurisdiction only under exceptional circumstances. Contact the ROAC jurisdiction for clarification.

Note: It is the Intern's responsibility to verify with their ROAC jurisdiction whether architectural experience gained as an observer or by completing parallel documents will be accepted. (Refer to Appendix B)

The OAA Appendix B goes on to elaborate:

Architectural experience gained as an observer or by completing parallel documents (as described in section 2.2 of the IAP Manual) will be granted only under exceptional circumstances.

Pre-approval is required to establish if the experience hours will be accepted. Contact the OAA before undertaking work experience as an observer or through parallel documentation to ensure eligibility. The Intern Architect should be prepared to include the following prior to pre-approval:

- a) An overview of the work experience/project;*
- b) The architectural experience categories for which experience will be gained as an observer or for which parallel documents will be completed;*
- c) An outline of how specific activities will be acquired by completion of the proposed experience gained as an observer or by completing parallel documents gained under the IAP Manual;*
- d) The hours that will be gained for each experience category and activity; and*
- e) The Architect providing supervision.*

An assessment interview with the OAA Experience Requirements Committee (ERC) may be required if experience is gained via observer or parallel documentation. Not all activities can be accomplished as an observer or by completing parallel documents.

At the June 2022 Council meeting, the topic of IAP observer experience was discussed in relation to the difficulty many intern architects face acquiring certain hours during and post pandemic. It was confirmed that, to date, the OAA did not accept experience gained in any other context except that of the employer. Council asked the Registrar to look into this topic and survey how the other Canadian jurisdictions approach observer and parallel experience and if they accept intern experience gained with a different architecture practice than the employer.

Review and Proposal



Several of the larger ROAC regulators (AIBC, MAA, AANB, NSAA) were asked the following question:

In reference to section 2.2 of the IAP Manual, Observer and Parallel Experience - Does this include experience that an intern architect gains with a practice different from their employer practice? (An example is a member who is willing to take an intern on site visits for the purposes of the intern gaining experience as an observer. The member is willing to supervise and direct this experience but does not employ the intern.)

Appendix 1 sets out the responses, but in summary, most of the jurisdictions approached accept this scenario as long as certain conditions are met and pre-approval is secured. They set out that this experience is only considered under exceptional circumstances; however, there is no specific framework for those exceptional circumstances. It would be helpful if Council would consider and deliberate whether a threshold is required.

If Council would like to follow suit with the other jurisdictions that accept this type of observer and parallel experience, a proposal form has been drafted – Appendix 2 – that sets out the process. Should this move forward, staff will require time to implement this new process as it not only involves training but also revisions to the online portal system and supporting IAP documents/materials.

Action: Council is asked to consider the following motion:
It was moved by _____ and seconded by _____
that Council approve the proposed OAA Appendix B
Observer and Parallel Experience update and associated
proposal form and that the Registrar work with staff to
implement as necessary.

Attachments: Appendix 1 – ROAC jurisdictional responses
Appendix 2 – Pre-approval form

Internship in Architecture Program

Observer or Parallel Documents

It is recognized that the Intern may not always be able to complete some areas of architectural experience directly, but may, for certain activities, participate as an observer. For example, it may be impractical in some instances for the Intern to represent the office at a site meeting and subsequently write the follow-up report.

However, it may be practical for the Intern to accompany the qualified person often enough to know what would be expected and prepare a follow-up report for review by the Supervising Architect. The Supervising Architect must indicate in their comments in the CERB to the ROAC jurisdiction where the use of parallel documents or participation as an observer has occurred.

Credit for experience as an observer or by completing parallel documents may be granted by the ROAC jurisdiction **only under exceptional circumstances. Contact the ROAC jurisdiction for clarification.**

Note: *It is the Intern's responsibility to verify with their ROAC jurisdiction whether architectural experience gained as an observer or by completing parallel documents will be accepted. (Refer to **Appendix B**)*

Question to other Canadian architectural jurisdictions

Does observer and parallel experience include experience that an intern architect gains with a practice different from their employer practice? (An example is a member who is willing to take an intern on site visits for the purposes of the intern gaining experience as an observer. The member is willing to supervise and direct this experience but does not employ the intern.)

Jurisdiction	Acceptable	Comments
AIBC	YES	This can include the experience you have outlined. Again, this will be subject to pre-approval and through this process, we will review whether there is a Supervising Architect specific to the tasks being observed. AIBC has a process document and forms required.
MAA	NO	
AANB	YES	It would be accepted but not encouraged under the following conditions: 1. That the scenario be pre-approved 2. That we be provided a completed Supervising Architect form for this piece of work 3. That the Supervising Architect provide separate and complete comments on the CERB Although we suggest to interns that they ensure their work environment fulfills all the categories of experience required in the IAP ~ in some instances that is simply not possible, and the above would be used in those exceptional circumstances. It seems the scenario you describe below would be perfectly acceptable.
NSAA	YES	Within our Appendix B, preapproval by the Board of Registration is required prior to moving ahead. The Board of Registration will allow a maximum number of hours (940) logged in this manner. So, yes, I believe the intent would be to include experience gained with a practice different from their employer.

		<p>That being said, in practice, I would assume that the Board of Registration would look for details from the Intern Architect regarding the type of experience gained as an Observer, the architect who is offering to take the Intern Architect to the site visits (for example based on your specific question), and the Intern Architect's Supervising Architect to form the foundation for its decision whether to grant approval. Basically, the two architects would have to be on the same page in a supportive capacity to assist and ensure that the Intern Architect will be getting the appropriate and intended experience/exposure.</p> <p>The Board would also look at the aspect of "exceptional circumstances".</p> <p>Then, if approval is granted, during the review, the Reviewer would look to assess if the above-detailed outcome was met and was satisfied that the Intern Architect's Observer status provided the appropriate exposure to approve these hours.</p> <p>The key to this would be the goodwill/agreed relationship between the two architects (the one providing the Observer opportunity and the one in the Supervisor capacity). Who would be signing off on these observer hours? I would assume that the one providing the Observer opportunity would be the one as the Supervisor could not sign off to confirm these hours.</p> <p>The Supervising Architect would be required to ensure that the Intern Architect is continued to be paid while gaining these hours with the architect providing this observer opportunity.</p> <p>This scenario raises a couple of interesting points: who pays the Intern Architect and architectural goodwill. I think my comments on the payment point were covered in the above paragraph. The architectural goodwill is really interesting. I remember having a conversation a couple of years into my job as NSAA's ED. The gist of the conversation was "Some architects would not allow an Intern Architect who was not working for them have access to their office and clients due to proprietary exposure to information nor would some Supervising Architects pay Intern Architects for time not spent "working for them"." Sadly, it results in what you have stated – intern architects struggling to get specific hours or securing other employment to get these hours and leaving their current employer. This is why I made the comments above in the fourth paragraph.</p>
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Intern Architect OAA Proposal – Observer or Parallel Documents

Background

As per section 2.2 of the [IAP Manual – Fourth Edition](#) and OAA [Appendix B](#), experience gained as an observer or by completing parallel documents may be granted upon OAA pre-approval. Generally, experience gained as an observer involves indirect participation of Intern Architects to specific architectural experience.

As noted in the OAA Appendix B and further elaborated herein, pre-approval is required to establish if the experience hours will be accepted in addition to the following conditions:

1. The OAA receives a separate and completed Canadian Experience Record Book (CERB) submission for this experience inclusive of comments from the architect providing supervision and the Mentor;
2. This type of experience submission is limited to 600 hours; and
3. The observer or parallel experience has been gained after OAA pre-approval (i.e. no retroactive experience will be accepted).

The OAA will assess if the below-detailed outcome was met, and must be satisfied that the Intern Architect's observer experience provided the appropriate exposure to approve the CERB hours.

The Intern Architect shall submit a request for approval to the OAA and include the following information in the submission.

1.0 Overview of the proposed work experience project.

2.0 The CERB architectural experience categories for which experience will be gained as an observer or for which parallel documents will be completed.

3.0 Outline of how specific activities will be acquired by completion of the proposed experience gained as an observer or by completing parallel documents gained under the IAP Manual, Fourth Edition

4.0 Summary of hours expected to be gained for each experience and activity.



Intern Architect Full Name

Intern Architect Signature

Date

Supervising Architect Full Name

Supervising Architect Signature

Date



Memorandum

To: Council

Susan Speigel
J. William Birdsell
Kimberly Fawcett-Smith
Christina Karney
Natasha Krickhan
Lara McKendrick
Deo Paquette
Greg Redden
Gaganjot (Gagan) Singh
Settimo Vilardi
Marek Zawadzki

Farida Abu-Bakare
Yan Ming (Pearl) Chan
Paul Hastings
Jennifer King
Michelle Longlade
Elaine Mintz
Clayton Payer
Kristiana Schuhmann
Andrew Thomson
William (Ted) Wilson

FOR COUNCIL MEETING
September 22, 2022
(open)
ITEM: 4.10

From: Communications Committee

Jennifer King
Carl Knipfel
Elaine Mintz
Arezoo Talebzadeh

Bill Birdsell
Joël León
Dana Seguin

Date: September 8, 2022

Subject: Conference Location for 2025

Objective: To obtain Council approval for the Communications Committee's recommendation of a location for the 2025 edition of the OAA's annual Conference.

The Communications Committee is very much aware of the changing nature of the OAA's annual Conference, as the demographics for attendees continue to evolve, given the impacts of a global pandemic as well as the ability to source Continuing Education opportunities from increasing sources (including far more virtual options). The location of the Conference is critical then, not only to attract members to register and participate, but also to inform the spirit and content of the event itself—to be an influencing factor in all aspects, from educational sessions and tours to special events and overriding themes. With this in mind, the Committee was excited to hear from the OAA's Conference-planning consultants, MCC, at its August 16 meeting.

As a reminder, the location for next year's Conference is Sudbury, whereas the setting for 2024 is Niagara Falls, which was a deferral from a cancelled event during the pandemic. The Committee listened to short descriptions listing the

benefits and challenges associated with three possible locations: Ottawa, Waterloo, and London, Ontario.

After consideration, the Communications Committee is recommending Ottawa as the host city for 2025 at the Westin Ottawa Hotel.

Ottawa as the host city offers a wide range of opportunities to continue an experiential focus rooted on the specific uniqueness of the location—noted as an important feature of Conference going forward. The national capital region offers a citywide Conference experience with many opportunities to visit celebrated projects including the Senate Building of Canada (the 2020 Lieutenant Governor Award for Design Excellence) and Wellington Building Rehabilitation (2018 Design Excellence Award), as well as numerous other Design Excellence finalists and Queen's Park Picks. It offers potential for connections with bilingual and Indigenous communities, as well as contexts for working on federal projects.

Ottawa International Airport offers daily direct flights to more than 30 Canadian, U.S., and European destinations. The city is also easily accessible from the Greater Toronto Area by train, bus, and car.

The Committee also discussed that choosing Ottawa to represent “Eastern Ontario” also provides good movement across the province, further increasing accessibility. This year was in the Greater Toronto Area (central), with 2023 being in Sudbury (north), and 2024 in Niagara Falls (south).

Conference was last held in Ottawa in 2017 as part of the joint RAIC/OAA Festival of Architecture and received positive reviews, though this particular event differed from the typical event organized solely by the OAA. Prior to this joint festival, the last OAA Conference held in Ottawa was 2012—more than a decade ago.

While the idea of having London as a location was also found to have merit, ultimately the Committee feels Ottawa can offer more opportunities that are exciting. On an important note, the third option of Waterloo was originally brought forward by the Grand Valley Society of Architects for MCC's exploration, and the OAA's consideration. While there is undeniable passion for this area, MCC found that the venues simply were not yet in place this year to provide a proposal. Certain hotel/conference centre providers said they would not be unable to provide accommodations for a group of the OAA's size, while others (including the university) did not reply to the call for proposals.

Nevertheless, the Committee will very likely recommend revisiting Waterloo as a host city in 2026, as the destination is not far from the GTA (traditionally selected for the end of the biennial ConEd cycle). Based on this recommendation, MCC is continuing to work with the region and venues as a possible host city for 2026 or later. This would further speak to the idea of “movement across the province” as Waterloo—or other areas like the Six Nations communities around Brantford—would represent Southwestern Ontario.

Should Council approve the Committee's recommendation of Ottawa, MCC and OAA staff would work with the Westin Ottawa to secure the dates of May 14–16, 2025 and secure special hotel pricing.

Action: Council is requested to consider the following motion:

It was moved by and seconded by ... that, based on the recommendation of the Communications Committee, Ottawa be selected as the location for the 2025 edition of the OAA Conference.

Attachments: None

Memorandum

FOR COUNCIL MEETING

September 22, 2022

(open)

ITEM: 4.11

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: September 9, 2022

Subject: Exemption Requests to Council

Objective: Council to review and approve updated procedure for Exemptions Requests to Council as well as updated Policy

Exemption Request to Council Procedure

One of the strategies of the OAA's strategic plan under regulatory leadership is to *Increase transparency, fairness, objectivity, and impartiality of the OAA registration and regulatory processes*. In addition, a five-year metric includes ensuring the *OAA's regulatory standards, policies and procedures are current and consistent with the right touch regulatory approach*.

With this in mind staff has been reviewing the procedures related to the Exemption Requests to Council. Review of these procedures is also aligned with the work being done in conjunction with the Office of the Fairness Commissioner, specifically their interest in alternative paths to licensure.

Upon review, it was noted by the OAA's legal counsel that there are a few procedural steps that should be added to the Exemption Request to Council process when assessed through the lens of contemporary governance. Namely, the opportunity for the applicant to submit a response to the Experience Requirements Committee (ERC) recommendation (if applicable) and written Council Reasons that set out the Council rationale supporting their determination.

The rationale for the applicant to be able to submit a response to the ERC recommendation for Council's considerations is as follows:

The process (as set out by the policy) is that ERC makes a recommendation to Council. The Act gives the Council the power to exempt. However, Council has asked, where required, that the ERC to undertake the experience assessment and form an opinion which the Council will then consider. The ERC is not making a “determination” under s. 13(3) of the Act.

Based on the above, any ERC recommendation (that is relevant to a request to exempt under s. 13(1)(d) of the Act) should be provided to the applicant for comment. Council can then have the recommendation of the ERC and the applicant’s submissions on the recommendation before them. The risk of not inserting this step is that Council is making a substantive decision on a document that has not been provided to the applicant. Council should want to know the applicant’s position on the document. In most cases it may not change the end result, but the process will demonstrate procedural fairness.

Beyond a defensible process, the rationale for written Council Reasons is as follows:

Even though written reasons are not required by the *Architects Act*, they should be provided. The courts have become quite vocal that administrative decision-making bodies should do so (even when not specifically mandated). The [*FARPACTA*](#) is clear in this requirement:

8 (1) A regulated profession shall,
(c) provide written reasons to applicants within a reasonable time in respect of all registration decisions and internal review or appeal decisions. 2006, c. 31, s. 8.

These decisions could be judicially reviewed by the applicant. This admittedly is rare, however, if that occurs the Divisional Court will want to understand how and why Council came to its determination.

Even if judicial review is not on the radar, it is good practice to provide such reasons. It provides an opportunity for the Council to explain its rationale to the applicant.

Taking a consistent approach/process ensures that necessary issues are addressed and ergo mitigates risk for Council and the OAA. It also has a soft touch benefit in that it assists Council when they wish to review approaches that past Councils have taken. Although past decisions would not be binding, such a process and resource is an asset.

In support of the above, a template has been prepared that can be used for the written Council Reasons in exemption request determinations (Appendix 1). As this is a new proposed process for the OAA, Rebecca Durcan, counsel to the OAA will be in attendance to answer any questions on the above.

Exemption Request to Council Policy

While undertaking the work noted above it was brought to our attention that some content in the Council Policy, revision date January 18, 2019, related to exemption requests may be problematic as it relates to alignment with *Architects Act*. Namely, the last line of the policy that states:

Council generally considers only one element of the requirements for exemption.

The Act contemplates different types of exemption:

- Section 13 of the Act permits Council to exempt licence applicants from academic and experience requirements and passing examinations and courses of study. Section 33 of the Regulation permits Council to “grant an exemption from all or part of the academic and experience requirements...”
- Section 25(8) of the Act permits the Registration Committee (after a hearing) to exempt “any of the requirements”

The legislation clearly permits Council, in appropriate situations, to exempt both the (1) academic/experience and (2) examination requirements.

The policy correctly states that Council will not accept a request to be exempted from all of the requirements for licence (there are requirements other than academic and experience - good character, age, citizenship, etc.).

However, the intended meaning of the current wording in the policy seems to indicate that Council will only consider one of the possible exemptions. The *Architects Act* and Regulations clearly do not say this and this misalignment should be corrected. It is certainly expected for Council to have policies to help applicants understand the OAA’s interpretation of a legislative provision. However, these policies cannot introduce powers or restrictions that are not in the legislation. Appendix 2 contains an amended Council Policy - Licence - Exemption Requests September 2022.

Action: **Council is asked to consider the following motion:**
It was moved by _____ and seconded by _____
that Council approve the updated Exemption Request to
Council procedures and the updated OAA Council Policy.

Attachments: Appendix 1 – written Council Reasons template
Appendix 2 – Council Policy -Licence - Exemption Requests
September 2022

Decision and Reasons of Council

Procedure Reference **Request to Exempt Licence Requirements**

Council Meeting Date **[insert Date here]**

Applicant Name **[insert Applicant name here]**

Decision

After reviewing and considering all the available information including the submissions of the Applicant, the Council has decided to [SELECT THE APPROPRIATE BULLET(S)]:

- Exempt the following academic and experience requirements as set out in s. 13(1)(d) of the Act and s. 31 of the General Regulation:
 - [List relevant requirements]
- Not exempt the academic and experience requirements as set out in s. 13(1)(d) of the Act and s. 31 of the General Regulation.
- Exempt the requirement to pass such examinations and completed such courses of study as Council set or approved as set out in s. 13(1)(e) of the Act.
 - [List relevant requirements]
- Not exempt the requirement to pass such examinations and completed such courses of study as Council set or approved as set out in s. 13(1)(e) of the Act.

Background

On or about [insert date] the Applicant advised the Association that they were seeking exemption from certain licence requirements, most notably [INSERT REQUIREMENT].

The request included exemption from certain experience requirements; as a result, an assessment interview was arranged with the OAA Experience Requirements Committee (ERC). The ERC indicated that [SET OUT RECOMMENDATIONS OF ERC AND ANY OTHER RELEVANT INFORMATION]. The ERC provided its recommendations to the Applicant for their comments. The Applicant advised [SET OUT RELEVANT SUBMISSIONS OF APPLICANT].

To be clear, the decision to exempt or not is that of Council and not the ERC. Although Council has asked the ERC to provide a recommendation on the Applicant's request, the decision is Council's alone.



The role of the Council is to determine whether these requirements will be exempted. Council does not make a decision on the licence application as a whole. The decision to issue a licence is that of the Registrar. In coming to its determination, Council reviewed the following information:

- [SET OUT ALL DOCUMENTS AND SUBMISSIONS REVIEWED BY COUNCIL. NOTE THAT ALL OF THESE DOCUMENTS SHOULD HAVE BEEN PROVIDED TO APPLICANT]

Reasons

Section 13 of the *Architects Act* sets out the five requirements to acquire a licence. Two requirements can be exempted by Council, namely:

- Complying with the academic and experience requirements specified in the regulations; and/or
- Passing such examinations and completed such courses of study as Council may set or approve

Section 31 of the General Regulation sets out the specific academic and experience requirements for the issuance of a licence.¹

Council is mindful that the licence requirements are in place to ensure that architects have the necessary knowledge, skill and judgment to safely practice architecture in Ontario. However, these requirements can be exempted when Council is satisfied that the intent of the requirements have been met in alternative ways.

[SET OUT WHY REQUIREMENT(S) SHOULD BE EXEMPTED]

[SET OUT WHY REQUIREMENT(S) SHOULD NOT BE EXEMPTED]

¹ 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.



Conclusion



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of Architects

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Council Policy

Policy Name **Licence Exemption Request**

Issue Date **January 11, 1996**

Revision Dates **May 5, 2010**
 January 18, 2019
 September 22, 2022

Section 33 of Ontario Regulation 27, as amended, states:

"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."

Council will respond to all formal and complete requests for exemption.

In addition to Ontario Regulation 27, Council may consider the exceptional nature of the circumstances of the applicant which has prevented the individual from meeting the prescribed licensing requirements.

When making application for exemption, the Registrar will request that applicants provide:

- a written submission;
- details of the specific requirements in the Regulation which they are unable to meet; and
- a response to questions a) and b) below.

a) Why the applicant believes their qualifications, knowledge and experience warrant an exemption from the Regulation?

b) What are the exceptional circumstances that would warrant Council granting an exemption from the present requirements for Licence?

Where a request for exemption is received by the Registrar which includes exemption from all or part of the experience requirements, the Office of the Registrar will forward that portion of the Exemption Request that relates to experience directly to the Experience Requirements Committee (ERC) for consideration. The ERC will provide a written recommendation to Council as to whether the applicant's qualifications, knowledge and experience merit an exemption from the experience requirement(s). However, only Council may make the final determination.

Any Councillor who sits on the ERC should not participate at the Council meeting in the Exemption Request discussion and decision in order to eliminate any perceived conflict of interest or bias.

The following are the details of the licensing requirements as set out in Regulation 27 under the *Architects Act*.

ACADEMIC

1. Education

All individuals must hold certification of their academic qualifications from the Canadian Architectural Certification Board (CACB), or demonstrate to the satisfaction of Council that acquisition of such a certificate has not been possible, by providing documented evidence of the CACB rejection and the grounds for that rejection; and further, by demonstrating to the satisfaction of Council that the applicant's qualifications, knowledge and experience merit an exemption from this education requirement.

2. Admission Course Lectures

All individuals must complete the current Admission Course lectures, or demonstrate to the satisfaction of Council that there are exceptional circumstances that make it impossible, unreasonable or unnecessary to attend the Admission Course Lectures and further, by demonstrating to the satisfaction of Council that the applicant's qualifications, knowledge and experience merit an exemption from participation in the Admissions course.

3. Examination

All individuals must complete the current Examination for Architecture in Canada (ExAC) or the Architect Registration Examination (ARE), or demonstrate to the satisfaction of Council that there are exceptional circumstances that make it impossible, unreasonable or unnecessary to complete this examination; and further, by demonstrating to the satisfaction of Council that the applicant's qualifications, knowledge and experience merit an exemption from the examination requirement.

EXPERIENCE

All individuals must complete the experience requirements as set out in the Canadian Experience Record Book, or demonstrate to the satisfaction of Council that there are exceptional circumstances that make it impossible or unreasonable to meet the experience requirements set out in the Regulation; and further, by demonstrating to the satisfaction of Council that the applicant's qualifications, knowledge and experience merit an exemption from the experience requirement.

GENERAL

The Office of the Registrar will continue to advise individuals requesting an exemption that, if an exemption from the academic, examination and/or experience requirements is granted by Council, the applicant may not necessarily qualify for recognition under the Inter-Recognition Agreement with the United States of America.



Memorandum

FOR COUNCIL MEETING

September 22, 2022

(open)

ITEM: 4.12

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: Christie Mills, Registrar

Date: September 12, 2022

Subject: ***Fair Access to Regulated Professions and Compulsory Trades Act (FARPACKA) – Canadian Experience Requirement (CER) Prohibition***

Objective: Council to determine if they want to make a CER exemption request to the Ministry of Labour, Immigration, Training and Skills Development (MLTSD) via the Office of the Fairness Commissioner (OFC)

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](#) (FARPACKA) 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 FARPACKA 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 \(ontario.ca\)](#).

Statutory amendments re. the Canadian Experience Requirement (CER) Prohibition :

Canadian Experience Definition and Exemption

Regulated professions in Ontario are now 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.

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.

Exemption from the CER Prohibition

A regulated profession may apply for an exemption from the prohibition on the grounds of public health and safety. The Fairness Commissioner must first review a regulator's request for an exemption and then provide a recommendation to the Minister as to whether the exemption should be permitted.

An application for an exemption referred to in section 10.2 of the *FARPACTA* must include the following information:

1. The reasons the exemption is necessary for the purposes of public health and safety.
2. A statement as to whether any body that regulates the same profession as the regulated profession in another Canadian province or territory has eliminated its requirement for Canadian experience as a qualification for registration.
3. A summary of any other facts relevant to the application.
4. A statement of the law and authorities relating to the application, if any.
5. Any supporting documentation.

In reviewing a regulated profession's application for an exemption for the purpose of making a recommendation to the Minister, the Fairness

Commissioner shall consider any information provided in the application and may consider any other relevant information.

The OFC believes that the following questions should be considered by regulators seeking an exemption from the CER prohibition:

- Why does the regulator need this particular set of requirements for entry to the profession or trade? What empirical evidence has the regulator gathered to support this proposition? Is the basis for making the original decision to impose a Canadian experience requirement still valid?
- Are these requirements necessary and relevant for the work to be performed? If so, what evidence or facts exist that would establish that proposition?
- If the regulator were to make changes to its current experiential training requirements, at what point would these no longer constitute a Canadian experience requirement?
- Where a regulator has established one or more alternatives through which ITIs can fulfill their experiential learning requirements to the profession or trade, would it now be possible to rely on them predominantly or exclusively?
- Could Canadian experiential goals be more equitably achieved once the candidate has been registered as, for example, part of the regulator's quality assurance and / or continuing education programs?
- Should a regulator decide to seek an exemption from the prohibition against a Canadian experience requirement, can it reasonably demonstrate that the exemption is necessary for the purpose of public health and safety?

As noted in the June 2022 Council memo, the Office of the Registrar requested that the OFC confirm if the OAA existing legislative processes will meet the criteria under their Regulations. Namely, the Exemption Request to Council available via Section 33 of the Regulations under the *Architects Act*. The OFC did not provide an answer to this request but instead forwarded an assignment for further information. The Office of the Registrar was tasked with providing responses to a list of questions related to CER and associated data (Appendix 3 contains the OAA draft response – Council can expect that similar or same questions will be requested from the OFC if an exemption request to the CER prohibition is submitted by the OAA). It is our view that a definitive answer will not be forthcoming as it relates to whether the OAA Exemption Request to Council satisfies the OFC as an alternative route to CER.

In parallel with the above request to the OFC, the Registrar asked the OAA's legal counsel if they felt the *Architects Act* exemption request to Council would satisfy the *FARPACTA* amendments. The response was as follows:

Pending any further regulations, my short answer is that I foresee problems with the approach as suggested. My rationale is that

applicants with international experience would need to go through an additional step (applying for an exemption to the ERC) as opposed to applicants with Canadian experience. This would arguably violate the fairness requirement. It would also infer that the international experience was not given the same weight as the Canadian experience. The only way that this may be palatable is if applicants were “guaranteed” that their international hours would suffice for an exemption. But even then, it will impose additional time on the registration application. A more efficient model would be to simply accept the international hours towards the 3720 hours of experience (Note that I have not delved into whether the current language of s. 31(5) of the General Regulation, and the identified quantum of hours, is still needed. The OFC has made it clear that regulators need to constantly evaluate whether stated registration requirements are truly required. Therefore, the OAA will likely want to take this opportunity to scrutinize the 3720 hours and ascertain if it still represents the minimum hours of experience in order to safely and competently hold a licence.)

If the current language in the FARPACT Act is to be maintained, the OAA will likely need to accept all eligible international hours and not just a portion thereof. This would then comply with the MLTSD message that “A regulated profession may continue to accept Canadian experience in satisfaction of an experience-related requirement for registration if it also accepts international experience as a viable alternative to Canadian experience”.

If the OAA genuinely believes that the Canadian and Ontario experience are necessary, then it will need to apply for an exemption.

If Council decides to seek an exemption from the CER prohibition it will need to be mindful of several existing conditions:

- the 940 hours of Ontario experience required via the IAP is not prescriptive; the experience may be acquired in any of the IAP categories (there is no requirement that the local experience be gained in such categories as Code Research, Building Envelope; Contract Administration, etc);
- the existing MRA with the United States places no additional requirement on US architects when they seek licence in Ontario via our mutual recognition agreement (*licence in the home jurisdiction is a condition of this agreement*);
- the MRAs with Mexico as well as New Zealand and Australia require applicants attend for assessment interviews but local experience in the new host jurisdiction is not a registration qualification to these agreements and treaties (*licence in the home jurisdiction is a condition of this agreement*);
- the pending Canada/European Union mutual recognition agreement does not require EU architects to gain local experience but instead complete the Practice of Architecture in Canada course as a registration

qualification (*licence in the home jurisdiction is a condition of this agreement*);

- the national Internship in Architecture Program does not itself require local experience but rather downloads that decision to each Canadian jurisdiction. The wording within the IAP is:

Local Knowledge/Currency

CALA (now ROAC) jurisdictions may require the Intern to demonstrate knowledge of local conditions of architectural practice as a requirement for registration/licensure. Refer to IAP Appendix B for each jurisdiction.

- and lastly, it is a long held position of the OFC that local experience is a barrier to registration for international applicants and should be eliminated where an educational course or some other alternative could provide a candidate with equivalent demonstrable competency.

Ministry of the Attorney General

The Executive Director has been in conversation with representatives of the Attorney General about OAA communications with the OFC and the MLTSD and the *FARPACTA* amendments. It would be in the interest of the OAA to procure MAG support if an exemption request to the CER prohibition is pursued and include this support in the OAA submissions. The Executive Director could elaborate on this point during the Council meeting.

Accepting the *FARPACTA* CER Prohibition

Seeking an exemption from the CER prohibition is the discretion of Council. Alternatively, it is also Council's discretion to accept the CER prohibition and direct that work begin to transition and amend the OAA's regulations, procedures, policies and supporting material to reflect the acceptance of international experience as an alternative to the 940 of local, Ontario hours of experience.

Should Council decide to go this route, discussions will also need to take place to with the other Canadian architectural regulators (ROAC) to determine if the removal of the Canadian experience requirement by Ontario impacts nationally developed programs (like BEFA).

Additional Information

Since the beginning of 2022, there have been several Council memos related to the *FARPACTA* amendments with accompanying appendices. For the purposes of this memo, appendices 1 & 2 are specific to the *FARPACTA* CER exemption

request under section 10.2 of that legislation. Should Council require any previously submitted documentation it can be provided in short order.

Action: **Council is asked to consider the following motion:**
 It was moved by _____ and seconded by _____
 that Council direct the Registrar to draft a work plan related
 to an exemption request to the OFC/MLTSD in relation to the
 CER prohibition under *FARPACTA*.

Attachments: Appendix 1 - CER Exemption Application Guideline
 Appendix 2 – OFC Alternate Routes Document
 Appendix 3 – OFC Questionnaire CER review items

Office of the Fairness Commissioner

Applying for an Exemption from the Prohibition against Retaining a Canadian Experience Requirement

Background and Legislative Context:

The purpose of this guideline is for the Office of the Fairness Commissioner (OFC) to provide information and advice to regulators on the process for seeking an exemption from the prohibition against retaining a Canadian experience requirement.

On December 2, 2021, the Ontario government enacted the *Working for Workers Act, 2021*, which, among other things, made several targeted amendments to the *Fair Access to Regulated Professions and Compulsory Trades Act, 2006* (FARPACTA). These amendments apply to the non-health regulated professions and to Skilled Trades Ontario.

A number of these amendments relate to what has come to be known as the Canadian experience requirement. This type of provision typically requires that internationally trained applicants (ITIs) obtain Canadian work experience as a condition of registration. Requirements such as these can represent the “last mile” in the registration journeys of these candidates. Canadian experience is not always easy to come by and some candidates simply give up because they cannot obtain it.

Section 10.2 of FARPACTA is the key statutory provision. It spells out a prohibition against retaining a Canadian experience requirement unless the Minister grants an exemption. The relevant provisions follow:

10.12(1) regulated profession shall not require as a qualification for registration that a person’s experience be Canadian experience, unless an exemption from the prohibition is granted by the Minister for the purposes of public health and safety in accordance with the regulations.



(2) A regulated profession may apply for an exemption referred to in subsection (1) by submitting appropriate supporting documentation and providing reasons that an exemption is necessary for the purposes of public health and safety.

(3) An application referred to in subsection (2) shall include the information prescribed by the regulations, if any, and be submitted in accordance with the procedures prescribed by the regulations.

(4) The Fairness Commissioner shall review an application for an exemption and make a recommendation to the Minister as to whether the exemption should be permitted.

(5) The Minister shall determine whether to grant the exemption.

(6) Subject to subsection (7), if a regulated profession has a requirement described in subsection (1) contrary to that subsection more than two years after the day section 5 of Schedule 3 to the *Working for Workers Act, 2021* comes into force, the requirement is deemed to be void on and after that day.

(7) The Minister may grant a temporary exemption from the prohibition in subsection (1) during the period that the Minister is considering an application for exemption.

If a regulator proposes to retain a Canadian experience requirement for two years after the enactment of the legislation (i.e., by December 2, 2023) and does not obtain an exemption from the Minister for the purposes of public health and safety, that requirement will become void as of that date.

The new section 27.1 of FARPACTA is also relevant. It specifies that:

If the Minister concludes that a regulation or by-law made by a regulated profession includes a Canadian experience requirement contrary to subsection 10.2(1), the Minister may make an order requiring the regulated profession to exercise any power or powers that it has to amend or revoke the regulation or by-law.



Section 10.2(4) also stipulates that the Fairness Commissioner must first review a regulator's request for an exemption and then provide a recommendation to the Minister as to whether the exemption should be permitted. Given that this is a novel statutory scheme, the OFC considers it appropriate to provide information and advice to regulators on how to engage the exemptions process, should they decide to proceed in this fashion.

Before providing some insights on the exemptions process, it is also necessary to refer to several provisions contained in Ontario Regulation 261/ 21 (the regulation) made under FARPACTA, which was enacted on April 4, 2022.

Under section 1 of the regulation, the term "Canadian experience" is defined to mean any work experience or experiential training obtained in Canada.

Section 3 of the regulation then outlines some key elements of the application process as follows:

- (1) An application for an exemption referred to in section 10.2 of the Act must be made to the Fairness Commissioner in the form required by the Fairness Commissioner, if any.
- (2) An application for an exemption referred to in section 10.2 of the Act must include the following information:
 1. The reasons the exemption is necessary for the purposes of public health and safety.
 2. A statement as to whether any body that regulates the same profession as the regulated profession in another Canadian province or territory has eliminated its requirement for Canadian experience as a qualification for registration.
 3. A summary of any other facts relevant to the application.
 4. A statement of the law and authorities relating to the application, if any.
 5. Any supporting documentation.
- (3) In reviewing a regulated profession's application for an exemption for the purpose of making a recommendation to the Minister, the Fairness Commissioner shall consider any information provided in the application and may consider any other relevant information.



Before Filing an Exemption Request:

As a first step in considering whether to file an exemption request, it would be useful for a regulator to reflect on whether it possesses a Canadian experience requirement as defined in the regulation. To respond to this question, the regulator could ask itself whether it requires that applicants demonstrate practical skills, engage in experiential learning that takes place in Canada or complete any period of registration-related work for a Canadian employer.

If the regulator concludes that its registration processes includes a Canadian experience requirement, it should carefully consider whether it still requires such a condition of registration or could substitute another modality for this provision (e.g., a training program that measures the necessary competencies to work in the profession or trade).

In undertaking this diagnostic work, the OFC believes that the following questions would form a useful part of the analysis:

- Why does the regulator need this particular set of requirements for entry to the profession or trade? What empirical evidence has the regulator gathered to support this proposition? Is the basis for making the original decision to impose a Canadian experience requirement still valid?
- Are these requirements necessary and relevant for the work to be performed? If so, what evidence or facts exist that would establish that proposition?
- If the regulator were to make changes to its current experiential training requirements, at what point would these no longer constitute a Canadian experience requirement?
- Where a regulator has established one or more alternatives through which ITIs can fulfill their experiential learning requirements to the profession or trade, would it now be possible to rely on them predominantly or exclusively?



- Could Canadian experiential goals be more equitably achieved once the candidate has been registered as, for example, part of the regulator's quality assurance and / or continuing education programs?
- Should a regulator decide to seek an exemption from the prohibition against a Canadian experience requirement, can it reasonably demonstrate that the exemption is necessary for the purpose of public health and safety?

Please note that the OFC has included these questions as examples only to assist regulators in developing and conducting their own analysis. It is the responsibility of regulators to ensure that they comply with the legislation. Please note that these examples do not constitute legal advice, nor do they affect the OFC's advice-giving or enforcement discretion in any way.

The OFC recognizes that this process can be challenging. On this basis, regulators are welcome to reach out to their assigned compliance analysts to obtain further information and advice on this analytical exercise.

Making an Exemption Request:

Section 3 of the regulation, which is extracted above, outlines the information that a regulator must provide to support its application request. There are essentially five elements, which involve articulating reasons for the exemption, identifying whether similarly situated regulators have been able to eliminate the requirement, providing a summary of the relevant facts, submitting a statement of law and authorities, and supplying any supporting documentation.

The OFC recognizes that the situation of each regulator is distinct and, therefore, that exemption applications will need to be customized. The OFC would ask, however, that any submissions be kept to a reasonable length. Regulators should send their exemption applications electronically to their assigned compliance analyst.

Once the regulator submits its exemption application, it will be reviewed by the relevant compliance analyst and other OFC staff. Following this review, the OFC may request that the regulator provide additional information or analysis either through an in-person meeting and/or in writing.



Should the Fairness Commissioner, as part of the application process, decide to consider relevant information other than that provided by the regulator, the Fairness Commissioner will ensure that any evidence or documentation obtained in this fashion is shared with the regulator for comment in order to preserve procedural fairness.

The Fairness Commissioner may also ask to meet with a regulator to obtain supplementary information regarding an exemption request.

The OFC aims to be able to make a recommendation to the Minister within eight weeks from the receipt of the application.

Please note this operational guideline may be subject to revision.

Version 4

April 23, 2022

Office of the Fairness Commissioner

**Information and Advice on Approaches
for Licensing Internationally Trained Applicants**

Background:

The purpose of this publication is for the Office of the Fairness Commissioner (OFC) to provide information and advice to regulated professions (regulators) on the array of options available for the licensing of internationally trained applicants.

On December 2, 2021, the *Working for Workers Act, 2021* was enacted, which, among other things, made several amendments to the *Fair Access to Regulated Professions and Compulsory Trades Act, 2006* (FARPACTA or the Act). These amendments apply to the non-health regulated professions and to Skilled Trades Ontario.

A number of these amendments relate to what has come to be known as the Canadian experience requirement. This type of requirement typically mandates that internationally trained applicants (ITIs) obtain Canadian work experience as a condition of registration. Requirements such as these can represent the “last mile” in the registration journeys of these candidates. Canadian experience is not always easy to come by and some candidates simply give up because they cannot obtain it.

Section 10.2 of FARPACTA is the key statutory provision. It prohibits a regulator from retaining a Canadian experience requirement unless the Minister of Labour, Training and Skills Development grants an exemption. Subsection 10.2(1) specifies that:

A regulated profession shall not require as a qualification for registration that a person’s experience be Canadian experience unless an exemption from the prohibition is granted by the Minister for the purposes of public health and safety in accordance with the regulations.



Regulators have until December 3, 2023, to obtain such an exemption, failing which any existing Canadian experience requirement will be void. For a full list of the relevant statutory and regulatory provisions, please access the companion OFC guideline on *Applying for an Exemption from the Prohibition against Retaining a Canadian Experience Requirement*.

The OFC understands that a number of regulated professions, whose registration practices may contain Canadian experience requirements, are actively examining these protocols to ensure that they comply with the new legislative requirements.

On this basis, and pursuant to its authority under clause 13(3)(e) of FARPACTA, the OFC is pleased to provide information and advice to regulated professions to better understand how to comply with the requirements of this Act and the regulations.

Information and Advice on Approaches for Licensing Internationally Trained Applicants

In the background section to its regulatory posting on the recently enacted FARPACTA regulation, the Ministry of Labour, Training and Skills Development (MLTSD) indicated that:

“A regulated profession may continue to accept Canadian experience in satisfaction of an experience-related requirement for registration if it also accepts international experience as a viable alternative to Canadian experience”.

Some professions or trades may have concluded that, to deliver their statutory mandates, it is necessary for them to adopt some sort of an experiential requirement. Where a regulator makes this decision, is important, from a public policy perspective, that such a requirement be bona fide, reasonable, and proportionate to the outcomes that they seek to achieve.

In addition, to comply with the spirit and intent of section 10.2 and other relevant provisions of FARPACTA, a regulator with an experiential requirement must evaluate both Canadian and international experience in a fair and transparent fashion.



As well, regulators should always be open to reviewing the need for an experiential requirement, especially where substitute processes can offer a more streamlined and empathetic registration process that does not materially impact public health and safety.

In the past, the OFC has written about alternative routes for candidates to obtain licensure.¹² Since that time, regulators have increasingly embraced new approaches for meeting the various academic and experiential learning requirements specified for entry into a regulated profession. These include new pathways for applicants to acquire required competencies and to appropriately demonstrate them.

In this document, the OFC will summarize the challenges that internationally trained individuals (ITIs) continue to encounter in meeting experiential learning requirements, identify a list of substitute or alternative approaches that regulators have adopted, and discuss some best practices that regulators could pursue to develop and evaluate these pathways.

Immigrants often arrive in Canada with high levels of education. In addition, many have already secured the right to practice their trade or profession in their home jurisdictions. The first step in their registration journeys often involves obtaining recognition of their educational and employment credentials (e.g., via transcripts and providing course descriptions).

Regulated professions and/or third-party services providers then assess the equivalency of these credentials and the steps, if any, that an applicant must take to meet a regulator's educational and / or experiential standards. This process can often be time consuming and expensive.

As noted above, some regulators also require that applicants complete a fixed period of employment within a Canadian milieu or other types of experiential training. These conditions of registration are commonly referred to as Canadian experience requirements (CERs).

¹ Academic Requirements and Acceptable Alternatives: Challenges and Opportunities for the Regulated Professions in Ontario, OFC, 2013

² Immigrant Professionals and Alternative Routes to Licensing: Policy Implications for Regulators and Government, J. Augustin, Canadian Public Policy, 2015



Over the years, many stakeholders -- particularly in the human rights and immigrant advocacy spheres -- have identified the CER as a serious registration barrier and as a *prima facie* discriminatory practice. As indicated above, the new FARPACTA provisions are designed to address these concerns.

Since the approach that regulated professions take to assess the skill sets of ITIs tends to vary substantially, the degree of reliance that regulators place on CERs, and the scope of these obligations, is often quite different. The texture and impact of a CER will be informed by such factors as:

1. The length of the experiential requirement.
2. The setting in which it must be completed.
3. The source of the requirement (e.g., in statute, regulation, by-law or policy).
4. Whether the regulator has the ability and/or inclination to waive this requirement.
5. The extent to which international experience can be substituted for Canadian experience.

Almost all regulators have developed a mechanism for accepting alternatives to their CERs. Some utilize these pathways much more often than others. These alternatives may be grouped into seven broad categories:

1. Competency-based assessments.
2. Other approaches to assess knowledge and skills (e.g., through knowledge-based and / or clinical examinations).
3. Self-paced learning (e.g., online courses that often focus on the Canadian work context).
4. Mutual recognition agreements.
5. Bridging programs to fill experiential gaps.



6. Provisional or conditional licensing.
7. Post-registration quality assurance and/or continuing professional development programs.

While each type of alternative can help facilitate a positive licencing outcome, they collectively also present some unique challenges.³ Thus, a regulated profession must seek to adopt the best set of alternatives that match its individual context.

Regulated professions should regularly assess whether their registration practices, including a reliance on CERs, are relevant and necessary to the practice of the profession, whether there are alternative and innovative ways to demonstrate competencies, and whether they have decided to rely upon CERs because of unaddressed gaps or deficiencies in their own assessment processes.

As with other registration requirements, it is important that CER alternatives be easily accessible, affordable, and sustainable. Given the connectivity of the registration ecosystem, regulated professions should also regularly engage with the post-secondary education sector and employer groups in making decisions about experiential requirements.

What follows below are some best practices that regulators can apply to identify and deploy viable substitutes for a CER. Such approaches should:

- Focus on competencies, rather than credentials.
- Be flexible and recognize the variety of ways that individuals from different backgrounds develop professional knowledge and skills.
- As appropriate, be developed through partnerships with national bodies, post-secondary institutions, employer groups and / or other regulated professions to take advantage of economies of scale and sectoral knowledge.

³ For a description of the existing alternatives and challenges associated with them, refer to the Academic Requirements and Acceptable Alternatives: Challenges and Opportunities for the Regulated Professions in Ontario, OFC, 2013 available [here](#)



- As appropriate, offer improved access to individual courses, bridging programs and advanced-standing opportunities, and enable applicants to fulfill any missing micro-credentials in timely fashion.
- Consider successful approaches adopted in other jurisdictions.
- Leverage technology and web-based tools to capture process efficiencies.

Please note that the OFC has included these best practices as examples only to assist regulators to develop and conduct their own analysis. It is the responsibility of regulators to ensure that they comply with the legislation. Please note that these examples do not constitute legal advice, nor do they affect the OFC's advice-giving or enforcement discretion in any way.

The OFC recognizes that the process of adopting appropriate licensing requirements can be complex. On this basis, regulators are welcome to reach out to their assigned OFC compliance analyst to obtain further information and advice on these issues.

April 25, 2022
Version 6

I wanted to let you know that we reviewed the information that you had provided to us and have some follow up questions. We're happy to receive written responses and to subsequently meet to allow us to discuss further.

Question 1:

- a) Could you please provide information on how the 940 hours CER requirement has impacted the career trajectories of internationally trained architects (ITAs)? (i.e., What percentage of eligible applicants have successfully completed the requirement over the last say three years?

There needs to be a distinction between an internationally trained and licensed architect applying for licence in Ontario and an internationally trained individual who was not previously licensed. Architects licensed in foreign jurisdictions may avail themselves of a [mutual recognition agreement](#) (if available for their particular country), the [Broadly Experienced Foreign Architect Program](#) (BEFA), the [Internship in Architecture Program](#) (IAP), or an [exemption request to Council](#). The requirement for CER depends on the path chosen.

Individuals who were not previously licensed, but received a professional degree in architecture, would typically move through the national IAP—much like the individuals from an accredited Canadian or American school of architecture. Their professional degree would need to be certified by the [Canadian Architectural Certification Board](#) (CACB). All applicants, domestic and international, would require CER. To be considered an “eligible applicant” for licence, all individuals would have completed the 940 hours CER as set out in the [Regulations](#) under the [Architects Act](#) or received a [Council exemption](#). Six exemptions requests for CER were received over the last three years; one request was made by a former member and not an internationally trained applicant.

In the last three years, the OAA has licensed 1055 individuals. The OAA records individual's academic origin, using this data to understand where applicants received their education. Of the 1055 licensed individuals:

- 616 had academic origin in Canada;
- 4 achieved licensure via the Royal Architectural Institute of Canada's [RAIC Syllabus Program](#);
- 118 had academic origin in the United States (of which 82 individuals were previously licensed and availed themselves of the MRA or reciprocity agreement);
- 316 had academic origin outside Canada and United States—of these,
 - 80 were previously licensed, of which 26 availed themselves of the BEFA program; and
 - another 27 were previously licensed in another jurisdiction in Canada and availed themselves of the reciprocity agreement.

In terms of career trajectories, the OAA does not collect data on this. However, it should be noted that individuals seeking licensure in Ontario are able to work within the profession at an architectural practice or eligible employment situation to gain the CER—an individual does not need to be licensed to work in the profession under the supervision of an employer practice.

The OAA has looked at the timelines for those licensed in the last three years to discern whether there is a disproportionate impact for any group as it relates attaining the requirements in order to apply for a licence. Of these 1055 individuals, 250 availed themselves of mutual recognition agreements and treaties, reciprocity agreements, the BEFA program and the RAIC Syllabus Program. For the remaining 805 individuals who needed to complete the internship in architecture program:

- 498 had Canadian academic origins, with the average time between enrolling in the internship program and attaining a licence being 5.85 years (minimum was one year);
- 46 had academic origins in the United States, with the average time between enrolling in the internship program and attaining a licence being 5.2 years (minimum was 1.16 years); and
- 267 had international academic origins, with the average time between enrolling in the internship program and attaining a licence being 5.5 years (minimum was 0.58 years).

As can be seen by these timelines, using limited and simple averages, there does not appear to be a disproportionate impact on the licensure trajectories for any group of applicants.

- b) What percentage are still proceeding through the process and what percentage have dropped out?

Previously Licensed

The OAA would not have data regarding process rates for architects licensed in an international jurisdiction seeking licensure via an MRA or treaty.

For architects licensed in an international jurisdiction seeking a licence via the BEFA program, statistics are reported out to the [Regulatory Organizations of Architecture in Canada](#) (ROAC, formerly known as Canadian Architectural Licensing Authorities [CALA]) twice annually. The latest report in March 2022 notes the following:

Applications Received

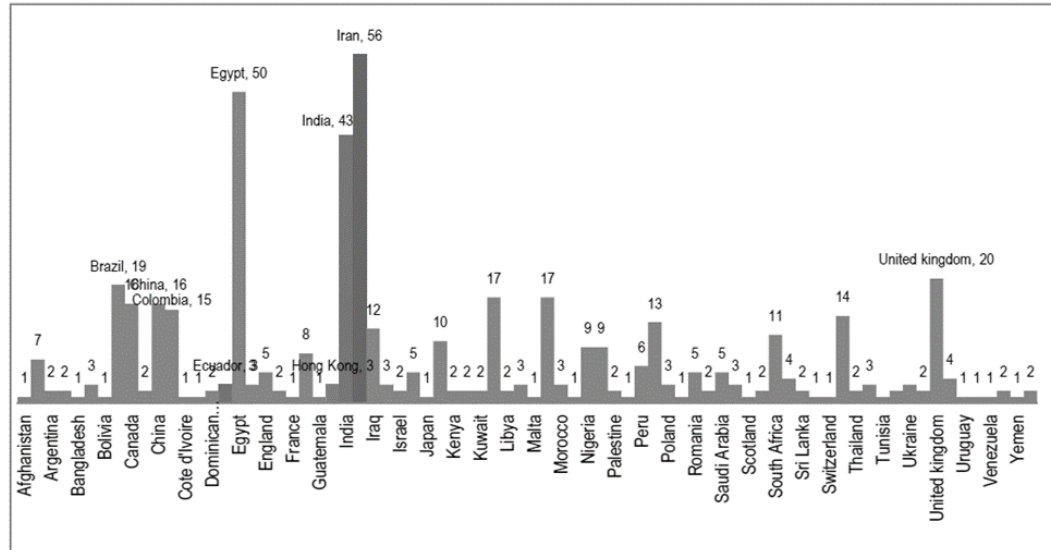
- A total of 486 applications has been received since the implementation of the BEFA Program in 2012.
- Figures from 2019, 2020, and 2021 show that the pandemic did not impact the number of new BEFA applications.
- In 2021, the OAA received 69 new applications—the highest amount since 2012.
- In 2022, as of the end of March, 27 new applications were received. This suggests the number of new applications will be higher than in 2021, likely reaching more than 100 by the end of the year.

Application received by desired Canadian jurisdiction

- Ontario, British Columbia, Alberta, Québec, and Saskatchewan are the most selected jurisdictions by the applicants.

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.



Not Previously Licensed

With respect to internationally educated individuals who enrol in the Internship in Architecture Program, intern architects do not drop out. They may lapse their status with the IAP, however, in which case all experience gained to date is kept on record and valid if the individual reinstates. Lapsing of status can occur for a number of reasons, and the OAA does not keep data on why an individual would not finish the program or put their participation on hold.

c) What are the comparable numerical figures?

The OAA currently has 1895 intern architects participating in the IAP. This number fluctuates as individuals move on to become licensed and others enrol in the program. While lapsing of status will also affect this number, the OAA sees lapsing most often in relation to the annual renewal payment. If an intern architect does not pay their annual fee, their status will be lapsed.

It should be noted that intern architects may avail themselves of the [OAA's Financial Hardship Policy](#) should the need arise. The OAA also has a [Leave Policy](#) available to intern architects, allowing individuals to maintain their status and participate in elements of the program while unemployed.

Currently, the OAA has nine intern architects on leave—two have international academic origins and the remaining seven have domestic academic origins.

Looking at the records for the past three years, there have been 141 individuals who have lapsed their intern architect status with the OAA. The composition of their academic origin is below, as can be seen 61% are domestically educated and 39% internationally educated.

International Academic Origin

Argentina	2
Australia	1
Bangladesh	1
Belgium	1

Egypt	6
El Salvador	1
India	11
Iran, Islamic Republic of	9
Iraq	1
Italy	2
Lebanon	4
Malaysia	1
Nigeria	1
Pakistan	3
Philippines	1
Syrian Arab Republic	2
Turkey	4
Ukraine	1
United Arab Emirates	3
Subtotal	55
Canadian & American Academic Origin	
United States	16
Canada	70
Subtotal	86

d) How do these statistics compare against domestically educated applicants?

See above.

Question 2:

a) Could you please provide information on how the 2780 hours requirement has impacted ITA's in becoming licensed?

An internationally trained applicant may accumulate 2,780 hours of experience while in the IAP once they become an intern architect or they can log international experience gained prior to enrolment in the IAP. They can also use a combination of both types of experience.

An individual may record and submit post-graduate international architectural experience gained outside of Canada while not enrolled as an intern architect in the IAP. This experience must be signed by the Supervising Architect(s) at the respective place(s) of employment and by an Ontario Mentor. The OAA must receive proof of licensure of the Supervising Architect(s) in the respective jurisdiction(s).

The OAA is also prepared to assess experience where an individual was engaged as a principal architect in their own architectural practice outside of Canada. This experience must be recorded in the IAP record book. The individual would sign the Employer Declaration in the record book, which must also be signed by an Ontario Mentor. The OAA must receive evidence of such practice and proof of licensure in the respective jurisdiction(s).

If any international experience gained while not in the IAP forms part of the experience submission at the time of making application for a licence, the applicant will be required to attend an assessment interview with the Experience Requirements Committee (ERC). This is a national requirement as set out in the IAP Manual for all Canadian jurisdictions.

Please note the IAP requires 3,720 hours of experience, 940 of which must be local and 2,780 may be local or international.

- b) It is our understanding that to become licensed, applicants must complete 2780 hours of work under the supervision and direction of a person authorized to engage in the practice of architecture. What assessment process does the OAA employ to determine whether an ITA's applicant experience obtained outside Canada meet this requirement?

If we understand your question correctly, it is specific to the supervision of the experience.

The 2,780 hours of experience must be recorded in the [experience record book](#) of the IAP, which requires information on the details of all projects and descriptions of all activities. This information should align with the activities as described in the [IAP Manual](#).

This experience must be reviewed and verified by the Supervising Architect and Ontario Mentor, both of whom need to be familiar with the internship experience requirements. As noted above, this experience must be signed by the former at the respective place(s) of employment as well as by the latter. The OAA must receive proof of licensure of the Supervising Architect(s) in the respective jurisdiction(s).

The OAA is also prepared to assess experience where an individual was engaged as a principal architect in their own architectural practice outside of Canada. This experience must be recorded in the IAP record book. The individual would sign the Employer Declaration in the record book, and this must also be signed by an Ontario Mentor. The OAA must receive evidence of such practice and proof of licensure in the respective jurisdiction(s). Where necessary, the OAA will also confirm the licensure and employment eligibility in the respective jurisdictions through regulator-to-regulator outreach.

- c) How many such assessments did the OAA complete each year over the last three years?
- d) What percentage of ITA applicants have been successful in such assessment process – received a full recognition of their foreign experience against the 2780 hours requirement?
- e) What percentage are still proceeding through the process and what percentage have dropped out?
- f) What percentage of ITA applicants have applied to have their international experience reviewed against the 2780 hours requirement?
- g) What percentage were found to be not meeting the requirement?
- h) What percentage is currently enrolled in the Internship in Architecture program?

A few items need to be clarified based on the questions above, so we will endeavour to do so. Hopefully, this will provide the information you seek.

Internationally educated individuals may log architectural experience gained prior to enrolment in the Internship in Architecture Program. This experience is verified to the OAA by the Supervising Architect in the respective jurisdiction and the individual's

Mentor. The OAA works with the individual to make sure the experience is logged in the appropriate categories of the experience record book.

The OAA's Experience Review Architect on staff reviews the experience to confirm it aligns with the required activities set out in the IAP Manual. Once this process is complete, the experience forms part of the individual's overall experience record book. To be clear, if the experience meets the eligibility requirements and the categories of the record book, then there is no further assessment.

Once enrolled in the IAP, this individual can move through the program—the international experience can be used toward the eligibility requirement to sit for the national licensing exams (i.e. [Examination for Architects in Canada \[ExAC\]](#)). They may also take the mandatory [OAA Admission Course](#).

Typically, an individual will gain employment in an architecture practice or eligible employment situation while they move through the internship program, gaining any outstanding experience.

The OAA's internship database is not able to provide reports distinguishing which intern architects have international experience in their logbooks. This is only identified upon application for a licence. If any international experience gained while not in the IAP forms part of the experience submission at the time of making application for a licence, the applicant will be required to attend for an assessment interview with the Experience Requirements Committee.

3. What percentage of eligible ITAs have successfully obtained an exemption under section 33 of the regulation made under the Architects Act? What is the comparable numerical figure?

In the last three years, there were 14 ERC assessments for individuals using international experience gained prior to enrolment in the IAP. The results were as follows:

- Conditional approval to grant a licence upon successful submission of a written paper related to the regulatory framework for the practice of architecture in Ontario;
- Conditional approval to grant a licence upon completion of experience specific to Construction Documents and Construction Contract Administration and a written paper related to the regulatory framework for the practice of architecture in Ontario (*this assessment of experience included an exemption request to Council regarding CER*);
- Committee recommended gaining experience specific to Bidding and Contract Negotiation, Construction Contract Administration, and Project Management—upon completion, the applicant could return for a follow-up assessment;
- Approval;
- Committee recommended gaining experience specific to Construction Documents and Construction Contract Administration with an emphasis on Ontario's [Construction Act](#) and a written paper related to the regulatory framework for the practice of architecture in Ontario—upon completion, the applicant could return for a follow-up assessment (*this assessment of experience included an exemption request to Council regarding CER*);
- Approval;
- Approval with the recommendation to focus on gaining experience specific to Construction Contract Administration—Site;

- Conditional approval upon completing the course *Building Envelope Systems—II Walls & Windows*, offered by the University of Toronto School of Continuing Studies (*this assessment of experience included an exemption request to Council regarding CER*);
 - Approval with the recommendation to focus on gaining more experience specific to Bidding and Contract Negotiation and Construction Contract Administration—Site;
 - Committee recommended gaining experience specific to Bidding and Contract Negotiation and Construction Documents and Construction Contract Administration—upon completion, the applicant could return for a follow-up assessment;
 - Conditional approval to grant a licence upon successful submission of a written paper related to the regulatory framework for the practice of architecture in Ontario—it was also recommended to focus on gaining more experience specific to Construction Contract Administration, but this was not an additional condition;
 - Approval with the recommendation to focus on gaining more experience and continuing professional education specific to the Ontario Building Code and building science;
 - Approval; and
 - Conditional approval to grant a licence upon successful completion of the OAA's Fundamentals of Running an Architectural Practice course (*this assessment of experience included an exemption request to Council regarding CER*).
4. How many eligible ITIs were able to successfully register via other routes, in percentage terms and numbers (e.g., the BEFA programs, MRAs)?

Please see statistics for question 1a).

5. Can you please provide the statistics requested under questions one through three in a cumulative format via a table or graph? Have these percentages or number remained stable or changed over time?

Given the small percentage of eligible applicants who attend an ERC assessment and/or avail themselves of the exemption request to Council, a table is likely not helpful. As noted, in the last three years, of the 305 eligible licence applicants with academic origin outside Canada and the United States, only 14 attended an ERC assessment upon application for a licence.

6. Is the main purpose of the 940 hour requirement for ITAs to obtain competencies on how architecture is undertaken in Ontario? If so, could this objective be achieved through and educational requirement, a webinar and/or a mentoring arrangement?

For internationally educated applicants who pursue licensure via the IAP, they will need to successfully complete a combination of education, experience, and examination; or receive an exemption from some or all of the requirements. The aforementioned Canadian licensing examinations (i.e. [ExAC](#)) and the mandatory [OAA Admission Course](#) are the existing theory-based platforms that contribute to the expected competencies for an architect in Ontario.

All Regulatory Organizations of Architecture in Canada have consistently determined that local, practical experience is critical to developing and meeting the [standards of competency](#) expected for an architect to offer services to the public. Local experience is a requirement for all licence applicants, not just the internationally educated.

There is only one class of architect licence—there are no specialities or controlled acts. Once licensed, an architect is legally authorized to design and administrate during construction any type of building; from family dwellings to community centres, universities, and skyscrapers. All building types have inherent risk to the health and welfare of the public in Ontario. These risks range a large spectrum, from the threat of collapse to less-obvious building envelope issues and environmental implications and financial risks to the clients and stakeholders. Managing these risks requires gaining competency in the application of the multi-layered legislative context that is specific to building in Ontario and unique to each project.

Architecture is an incredibly complex profession, requiring extensive direct work experience covering specific areas that cannot be acquired through an academic setting. There is a similarity globally in the content of architectural education, however, the practice of architecture and the scope of practice of the architect differs significantly in Canada from those practising architecture in many other parts of the world.

In ordinary language, an architect may be defined as a person who, by training, experience, and professional qualifications is qualified to design buildings; to produce cost estimates, construction contract drawings and specifications; and conduct field review inspections and administer projects during construction.ⁱ However, their professional services may also include planning, urban design, and land-use planning; creating preliminary studies, feasibility studies, designs, models, drawings, specifications, and technical documentation; coordinating technical documentation prepared by others (consulting engineers, urban planners, landscape architects, and other specialist consultants) as appropriate and without limitation; offering expert witness testimony; and offering project management and construction monitoring.

It may be useful to note in this context that architects' contracts with the owner may not confine their functions to the origination and design of buildings. Their engagements may include arranging and supervising the construction of buildings they design. Arranging for construction includes the preparation of cost estimates, tender documents, and contract documents, as well as obtaining and recommending for acceptance tenders from contactors and selection the contractor and subcontractors. Administration of the construction contract involves the review of work to ensure the finished building will conform to the plans and specifications. Other duties assumed by the terms of their engagements may include resolution of problems encountered in the course of construction, issuance of certificates, and settlement of disputes between the project owner and the contractor.

All these professional services require knowledge and experience with the laws and practices that govern the construction, alteration, or enlargement of buildings specific to the jurisdiction. On a project for the construction of one or more buildings, the architect is usually the person in charge – the designer, the administrator, and the referee.ⁱⁱ

All the architect's functions carry major responsibilities and possible exposure to liability for failure to pursue the tasks involved with requisite due care and knowledge of practice in Ontario. An architect's competency needs to be commensurate with the inherent risk specific to the requirements of designing and building projects in Ontario.

As noted, the practice of architecture has inherent risk to the health and well-being of the public. Ontario has local regulatory regimes with which all architects must have specific competency in order to offer or provide services to the public in a manner that serves and protects life safety. Architects are also typically responsible for the oversight, direction, and coordination of the other professional disciplines contracted to a project.

The expected competencies sought via local experience include the following: local site and environmental analysis, building engineering coordination; local market building cost analysis; Ontario and National Building Code analysis; building envelope detailing for the Ontario climate; specifications and material analysis appropriate for Ontario codes and climate; energy literacy/sustainability specific to Ontario; and project contract administration during construction that is governed by Ontario and National construction law. These areas of experience are outlined and described in the [national Internship in Architecture Program manual](#) as well as the [Canadian Standard of Competency for Architects](#).

In addition to the [Architects Act](#) and its [Regulations](#), upon application for a licence, candidates are expected to have general knowledge of all statutes that govern or relate to the practice of architecture in Ontario. These are enumerated in Appendix 1 of the licence application. It is considered professional misconduct for any OAA architect to contravene or even acquiesce in any contravention of a federal, provincial, or municipal law, regulation, or bylaw relating to the construction, enlargement, or alteration of buildings (section 42 (1-4) of the Regulations).

The OAA remains concerned that lapses in public safety may result if Canadian experience is prohibited for the architectural profession for individuals on the path to licensure. While there may be risks in all professions, the risks within the architectural sector are expressly tied to physical safety, both short- and long-term welfare. Whether domestically or internationally trained, the OAA has been entrusted by government to determine whether applicants have the requisite knowledge and experience to safely practise in Ontario.

The main purpose for local experience prior to licensure is grounded in ensuring the health and safety for the people of Ontario within their built environment. All applicants, domestic or international, are expected to meet this requirement. Should applicants feel they possess the knowledge and skills to practise safely in Ontario they may avail themselves of an exemption request to Council as an alternative means to demonstrate competency.

7. Would there be an opportunity to combine the 940 Canadian experience requirement with the more global 2,780 requirement so that both obligations could be fulfilled while the candidate is in his / her home jurisdiction?

Applicants pursuing a licence via the IAP are required to complete a minimum of 3720 hours, 940 of which needs to be local experience in order to practise safely and competently in Ontario. If we understand your question correctly, you are asking if all 3,720 hours of experience could be gained internationally prior to enrolling in the IAP. It is not clear how this would satisfy the need for Ontario-specific competency.

An applicant who has gained 3,720 hours of international experience prior to enrolling in the IAP is welcome to apply for exemption from the 940 hours. The exemption process would determine if they have the competency to practise safely in Ontario.

8. Could the 940 hours of supervised practice in Ontario be calculated after an ITA has been provisionally licensed as an architect?

There is currently no provisional licence for architects in Ontario; such a class of licence would require Ministerial approval and an [Architects Act](#) amendment.

9. Has the OAA established a target for the percentage of ITAs who it believes should be registered without the need to fulfill the 940 hour CER?

No, there is no documented labour shortage of architects in Ontario and hence no need to create targets that potentially frustrate the requirements of the *Architects Act* and its Regulations.

10. What assessment process does the Experience Requirement Committee (ERC) employ to assess whether the ITA's international working experience and other credentials are sufficient to not require 940 hours of Canadian experience? Is this process publicly available and does the OAA have any statistics on the percentage of cases where the committee grants an exemption?

As per section 13(3)b of the *Architects Act*, the Registrar may refer an application for the issuance of a licence to the OAA's Experience Requirements Committee. The ERC is tasked with determining whether the applicant has met the experience requirements prescribed by the Regulations for the issuance of a licence, or if the applicant should be granted an exemption from "all or part of the academic and experience requirements set out in this Regulation" on account of their qualifications, knowledge, and experience.

The OAA has incorporated annual training and orientation for the ERC members. A manual is maintained for Committee members to ensure consistent, unbiased decision-making. All assessments are delivered in a consistent manner with procedural fairness at forefront of all activities. Committee members have scripted questions and their assessments are delivered via a decision matrix scorecard. The assessment questions are reviewed biennially with subject matter experts in high-stakes curriculum and assessment delivery.

In 2021, the OAA worked in consultation with the OFC to create greater transparency around the [ERC process](#) as well as [Exemption Requests to Council](#) so that individuals have better access to information related to these procedures. The embedded links are new OAA Website pages with direct staff contact details.

11. Are these assessments included in the table provided by the OAA or if not, could the OAA provide data about these assessments?

The ERC statistics are summarized in question 3.

12. Could OAA provide the number of ITIs who were successful in their applications to cover the CER through the alternative pathways presented by the OAA?

In the past three years, of the 316 internationally trained/educated applicants who were successfully licensed:

- 26 achieved their OAA licence via BEFA; and
- 27 achieved their OAA licence via the Canadian reciprocity agreement.

The statistics for exemption request are noted above.

ⁱ *The Canadian Law of Architecture and Engineering*, Third Edition, Beverley M. McLachlin and Arthur Grant, LexisNexis, page 7.

ⁱⁱ *The Canadian Law of Architecture and Engineering*, Third Edition, Beverley M. McLachlin and Arthur Grant, LexisNexis, page 8.

Memorandum

FOR COUNCIL MEETING
September 22, 2022

To: Council

(open)
ITEM: 4.13

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: Jennifer King, Vice President Communications

Date: September 13, 2022

Subject: Update from OAA Technology Program Integration Committee

Objective: To update Council on the activities of the OAA Technology Program Integration Committee.

At the November 2021 Council meeting, the integration of the OAA Technology Program into the OAA was approved and the process of integration began in December. The proposal to integrate included a recommendation that an Integration Committee be established which would oversee and guide the integration process. The Terms of Reference for the OAA Technology Program Integration Committee were approved by Council in January 2022, with a two-year mandate, which would commence with the dissolution of the OAAAS. The OAAAS was officially dissolved on June 30.

The Committee has had held three meetings since the dissolution of the OAAAS: June 30, July 19, and September 15.

At its inaugural meeting, the Committee reviewed background information and history around the OAA Technology Program. As well, the Committee prioritized immediate issues of importance which included necessary updates to the Program Guide, the OAAAS student awards program, accreditation of the college technology programs, the ongoing administration of the examination, as well as how to maintain communication and outreach of the program to all stakeholders.

At the July 19 meeting, the OAA Technology Program Guide was reviewed in detail and amendments were agreed to and incorporated. These amendments were generally housekeeping in nature in order to reflect the integration of the program into the OAA and the dissolution of the OAAAS. A few additional

changes were made to ensure that the Program is in step with necessary regulatory frameworks and/or issues that might be flagged by the Office of the Fairness Commissioner. The Committee also discussed the need to prioritize the transfer of member files from e-files that had been administered by the OAAAS. All members' files will be kept electronically and Intern Technologists will be able to submit online via the OAA's existing infrastructure, which is being tailored to the OAA Technology Program. That file transfer work continues and will be complete by November 30.

At the September 15 meeting, the Committee received a report on the work done under the OAAAS pertaining to the Accreditation of the Colleges project as well as a report on the OAAAS Student Awards Program. Next steps in furthering the Accreditation program will include a discussion with the Colleges (see below) and a more fulsome report to OAA Council including work plan to move this forward, resources required, and a proposed timeline.

On September 21, the Committee will be attending a meeting with representatives of the College Architectural Technology Programs, which will be hosted by Vice President King and President Spiegel. The meeting is an excellent opportunity to provide formal introductions to the OAA and an update on the integration. As well, there will be some focused discussion on the accreditation project, including next steps. On the 21st, the Committee will be gathering feedback from the Colleges regarding the student awards program, and in particular a proposal which would see the program evolve into the OAA's existing scholarships program for students in the University Schools of Architecture (see the Committee's recommendation below)

Moving the OAAAS Student Awards into the OAA Scholarship Program

After considerable discussion at the September 15 Committee meeting, which included a review of the history of the OAAAS Student Awards Program, the Committee agreed that the natural evolution of this program would be for the Program to be folded into the OAA's existing Scholarship Program. This would continue to recognize exceptional work and effort by students in the technology programs, as well as expand the number of students and schools that would benefit from the award and financial support. With the OAA already having a well-established scholarship program and the infrastructure in place, this will require little additional resources, save and except the financial aspect, which would need to be included in the annual budget.

Action: Council is asked to consider the proposal to fold the OAAAS Student Awards Program into the OAA's existing Scholarship Program and that the Education Committee under the Trust Fund be directed to prepare the criteria and procedures document for Council approval at the next meeting of Council, and that the OAA Operational Budget be amended to include this cost moving forward.

Attachments: None

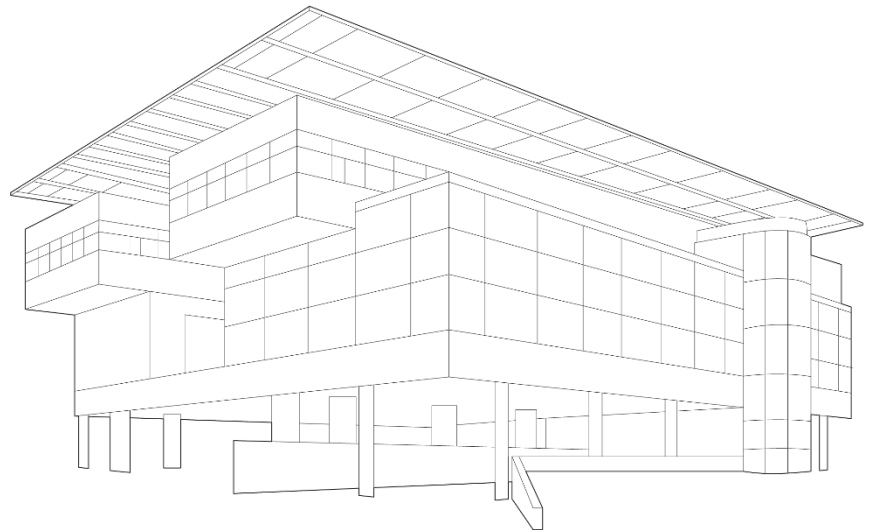
President's Log

Date	Event/Meeting	Location	Attendees	Time
June 23	Univerity of Waterloo Architecture Ceremony	Virtual meeting	w/faculty, students	8-9:30pm
June 30	OAA Technology Program Integration Committee	Virtual meeting	w/Committee members	1-2:30pm
June 28	Society Chairs Meeting	Virtual meeting	w/Society Chairs, staff	10-11:30am
July 13	OGCA Meeting re. Dala Analytics	Virtual meeting	w/G.Cautillo	10-11am
July 15	Renzo Piano Exhibit	Toronto		6-8pm
July 18	OAA Business Visit	Toronto		12-3pm
July 19	OAA Technology Program Integration Committee	Virtual meeting	w/Committee members	9-11am
August 4	PACT Meeting	Virtual meeting	w/Committee members	9-11am
August 9	OAA Governance Workshop #2	Virtual meeting	w/Committee members	3:30-5pm
August 10	Climate Action Initiatives/Website Resources Meeting	Virtual meeting	w/K.Doyle, C.Mykytyshyn, S.Trotta	4-4:30pm
August 11	EABO Meeting	Virtual meeting	w/EABO members, K.Doyle	9-10:30am
August 11	OAA + TSA :Education Guide K-12	Virtual meeting	w/ECOMmembers, K.Doyle	11-12 noon
August 12	Presentation of Honorary Membership to Lieutenant Governor of Ontario	Toronto	w/Honourable Elizabeth Dowdeswell, K.Doyle, T.King	1-2pm
August 16	Education Committee (under the Trust) meeting	Virtual meeting	w/S.Vilardi, T.Wilson, K.Doyle	1:30-2pm
August 18	Meeting re. Visit with Colleges	Virtual meeting	w/J.King, K.Doyle	1:30-2pm
August 22	Prep for Society Visits	Virtual meeting	w/K.Doyle, B.Palmer, I.Arapis	1-2pm
August 23-26	SSHRC Partnership - <i>Quality in Canada's Built Environment</i> Convention	Montreal, QC	w/school reps & affiliated organizations	3 days
August 29	Executive Committee Meeting	Virtual meeting	w/Executive Committee	11-12pm
August 30	Governance Committee Workshop	Virtual meeting	w/committee members, K.McLaughlin, L. Sexton	1-3pm
August 30	Ottawa and Trent Society Visit	Virtual meeting	w/societies, C.Payer, K.Doyle	6-7:30pm
September 12	PACT Meeting	Virtual meeting	w/committee members	9-11am
September 14	Algoma, Northumberland-Durham and London Society Visit	Virtual meeting	w/societies, B.Birdsell, T. Wilson, K.Doyle	12-1:30pm
September 15	OAA Technology Program Integration Committee	Virtual meeting	w/committee members	10-12 noon
September 21	Meeting w/colleges re. Technology Program	Toronto	w/college reps, Integration Committee members	10-12 noon
September 21	Pre-Council meeting	Toronto	w/Council	6:30-9 pm
September 22	Council Meeting	Toronto	w/Council, staff	9:30am-4pm

Executive Director Report to Council

FOR COUNCIL MEETING
September 22, 2022
(open)
ITEM: 6.1.b

SEPTEMBER 22, 2022



PRESENTED BY

Kristi Doyle
Executive Director



Ontario Association
of Architects

Thank you all for sharing your valuable time and leadership to ensure the highest standards in this profession. I look forward to meeting with you at the upcoming Council meeting on September 22, 2022.

The Executive Director's Report to Council provides an overview of key **operational matters and milestones as well as updates on progress towards achievement of the OAA's 5-year Strategic Plan**. Specifically this report focusses on items not covered elsewhere in the meeting agenda. Items within this report have been organized and linked in relation to the overarching lenses and strategic priorities of the 5-year plan through the use of the below noted symbols.



climate action and



equity, diversity, and inclusion.



regulatory leadership,



governance and operations,



member competency, and

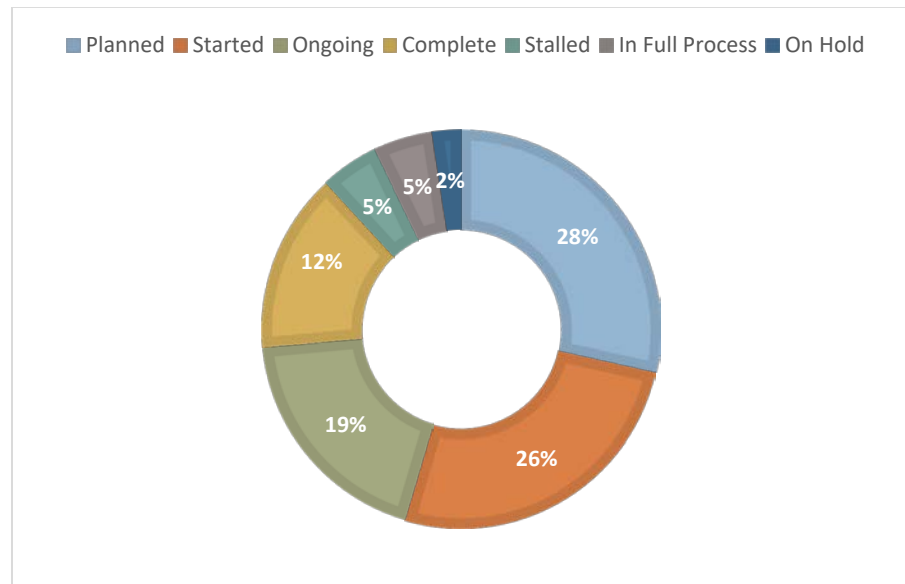


public education.

Operational Review



I am pleased to report that work continues full speed ahead on addressing the 39 recommendations resulting from the **Operational Review**. The status of compiled action items is shown in the chart below.



As you can see, we are in various stages of action and completion, with relatively few aspects stalled or on hold. Based on what is in process now and what is planned for year two, I anticipate we will be at least 1/3 complete in terms of the overall project as we complete year two.

This report is timely as we reach the 1-year anniversary of when the Operational Review Recommendations were considered and approved by Council. Approval of the recommendations accompanied a five-year implementation plan starting in October 2021. Council may recall that many of those recommendations were grouped into key areas of focus including:

- Strategic Planning
- IT and Data/file management
- Governance Review
- Human Resources

In addition, there were a number of very specific, item-focussed recommendations which could be considered 'low hanging fruit.' A number of these have been addressed and marked complete in year one. In addition, the following major milestones are of note and related to the categories of recommendations above:

- We are well into addressing the governance review recommendations which will hopefully be wrapped up early in 2023.
- We are also currently in the first stage of a two-year IT transition plan, as well as data and file management/cleanup process.
- On the immediate horizon the development of a work plan to address the HR bucket of recommendations. OAA's new Manager, Human Resources will be tackling those items early in the New Year, in cooperation with the Governance Committee.
- We have also made headway on the recommendations that relate to ensuring a safe and positive work environment for staff. This will be reported on by the Governance Committee shortly with the addition of policies and procedures.
- The development and implementation of our five-year Strategic Plan has been completed. Operationalization of the plan will continue throughout the five-year span. This includes communication strategies and approaches all helping to educate and ensure that the strategic plan is at the forefront of what we do as well as the development of tools to keep focus and avoid mission and mandate drift.
- Strategic trackers are tracking specific goals and objectives under each of the four main pillars of the Strategic Plan, as well as initiatives and actions that specifically address the lenses of **Climate Action** and **Equity, Diversity, and Inclusion**. Quarterly reports on the achievement(s) of the strategic objectives will begin once the committee alignment exercise is completed.

The following items below are of specific note in terms of other activities not generally reported on else where in the meeting agenda. They have been 'coded' with the symbol corresponding to the pillars of the Strategic Plan:

Administration + Operations



- Work has started on formatting the 3rd annual member Demographic Survey. Once again this will be administered in concert with the annual membership renewal process.



- OAA monthly hydro bills are \$35!
- Second phase of bird friendly film installed mid-August on south facing glazing in atrium



- First Aid Training for staff will take place September 26 & 27 at the OAA Headquarters
- The following new staff members have joined the team since the last Council meeting - Tina Leong, Experience Review Architect; Amit Babu, Office Assistant; Kristina Lam, Administrative Assistant Registration
- Long time team member Gail Hanselman, Administrator Certificate of Practice retires at the end of September
- Work has begun on the development of package of information and schedules for the rental of space at the OAA Headquarters by outside organizations
- Violence and harassment prevention training for staff will be held virtually on November 9
- COVID vaccination policy remains. Hybrid model of work continues to be positive with great outcomes
- OAA Technology Program integration continues, with direct involvement of VP Communications Jennifer King

Public Outreach + Education



- Meeting planned for early October with Executive Director of Ontario Building Officials Association to discuss winter education session with building officials
- Virtual lecture for architecture students at Laurentian re. Introduction to the OAA along with Registrar Christie Mills, September 19, 6 p.m.
- Virtual Lecture for architecture students at Carleton U re. Introduction to the OAA along with Pro-Demnity CEO, Bruce Palmer on September 20, 6 p.m.





- Joined OAA Policy Analyst Sara Trotta and SVP & Treasurer in a presentation to the Windsor Community Housing Group on Qualifications Based Selection on August 18

National Initiatives



- Along with OAA Registrar Mills, we attended the summer workshop of the ROAC Administrators on August 9
- I have been involved with the national Exam Review Task Group which includes drafting an RFP to engage a consultant in the new year as part of this project



- I continue as a member of the Canadian Handbook of Practice National Steering Committee, and attended a meeting on August 15

Relationship Building



- President's Letter to Attorney General, Hon. Doug Downey with congratulations on re-election and request for meeting
- As a follow-up I met with the Minister's Policy Analyst and staffer responsible for Regulatory Professions to provide highlights of matters to be discussed with AG this fall including: Modernization of the *Architects Act*; Regulation of Interior Design; Integration of the OAA Technology Program, as well as the OAA's new five-year strategic plan, and proactive activities including Operational Review and Governance Review
- Presentation of Honorary Membership to the Hon. Elizabeth Dowdeswell, alongside President Spiegel and OAA Administrator Website & Communications, Tamara King
- Virtual meeting with CACB Executive Director Mourad Mohand-Said September 7
- Executive Director and President to represent the Shareholder at Pro-Demnity Insurance Company's upcoming annual strategic planning session on October 27 & 28
- ARIDO Executive Director Sharon Portelli and I met on August 26 to catch up on the status of our efforts regarding the regulation of interior design under the *Architects Act* and discuss restarting the discussion with government



- Meeting with Pro-Demnity CEO & President Bruce Palmer on August 12 to discuss matters of mutual interest and catch up. Arrangements made to host September Pro-Demnity Board meeting at the OAA Headquarters
- Drafting specifications for rental of meeting space for select organizations





- OAA supports FLAP petition to MMAH to incorporate CSA Standard for bird friendly designs
- Connected with Rita Metz, Executive Director of the Canadian Center for Health Care (CCHF) re. the OAA's involvement in the LTC report, and potential for collaboration on the next conference plenary session



- Meeting of Engineers, Architects & Building Officials on August 11 along with OAA President Speigel. Work is underway on the development of standard industry form re. 'required occupancy documents form,' as well as advancing the professional coordination file to government

Looking Ahead

The following events are coming next month:



NOW lecture on October 18 – opportunity to see how Best Emerging Practices are doing their work and representing OAA values



Society chairs meeting planned for October 6 featuring presentation on National Architecture Policy - Council encouraged to attend as well



'Meet the OAA' virtual event on October 13, 2022

CACB National Validation Conference October 27-30 in Ottawa

I welcome your questions and comments at our next meeting and look forward to our discussion.



Memorandum

FOR COUNCIL MEETING

September 22, 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: September 12, 2022

Subject: Unaudited Financial Statements for the Nine Months Ended August 31, 2022

Objective: To provide the nine months (Quarter 3 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. Prior Year to Actual Analysis
6. Statement of Members Equity (current restricted and unrestricted reserve amounts).

Fiscal 2022 Policy Contingency Funding:

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
--	------------------

Initiatives Approved:

Updates to Total Energy Use Intensity Calculator (TEUI)	25,000 (2021)
University of Toronto Research Project: Future of Long Term Care	<u>19,461</u> (2021 original approval)
	44,461

Council Policy Development funds allocated against the 2022 budget \$186,429.

Additional ITEMS of NOTE for August 31, 2022 Compared to August 31, 2021 please review the Prior Year to Actual Analysis in the Financial Statement.

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

Attachments: Financial Statements for nine months ended August 31, 2022

ONTARIO ASSOCIATION OF ARCHITECTS

Balance Sheet

Nine Months Ended August 31, 2022

	2022 (9 months)		2021 (9 months)	
ASSETS				
CURRENT				
Petty Cash	500		-226	
Cash-CIBC	265,581		531,201	
Cash-Premier Investment Account (PIA)	1,356,595	1,622,676	5,999,588	6,530,563
Accounts Receivable	-299,282		-259,379	
Long Term Member Accounts Receivable	7,769		7,769	
NSF Cheques	2,240		3,139	
HST - Input Tax Credits	94,845		-16,372	
HST Receivable	1,260,392	1,065,964	83,965	(180,879)
Prepaid Expenses	259,829		535,986	
Inventory	22,235	292,627	16,111	552,248
Total Current		9,011,939		6,901,932
LONG TERM				
Land	470,000		470,000	
Furniture & Equipment	551,480		549,481	
Computer Equipment	1,032,705		953,334	
Website Development	439,809		404,522	
Building - 111 Moatfield Drive	10,929,938		10,875,414	
Building Additions	2,289,876		2,089,828	
Total Property & Equipment		15,713,808		15,342,579
Accumulated Depreciation - Furniture & Equipment	-259,962		-202,940	
Accumulated Depreciation - Computer	-591,248		-533,492	
Accumulated Depreciation - Website Development	-345,559		-269,319	
Accumulated Depreciation - Building	-2,018,058		-1,723,666	
Accumulated Depreciation - Building Additions	-1,454,954		-1,273,677	
Total Accumulated Depreciation		(4,669,780)		(4,003,095)
Net Fixed Assets		11,044,028		11,339,484
Investment in Pro-Demnity	32,807,966	32,807,966	31,081,920	31,081,920
Total Assets		52,863,933		49,323,336
LIABILITIES				
CURRENT				
Accounts Payable	-53,772		-65,300	
Refund Clearing	6,111		6,028	
CExAC Payable	860,217		296,952	
CExAC Operating Fund	-146,957		9,613	
RBC-LTD Clearing	-5,597		-11,616	
Stale Dated Refund	214		214	
HST Payable	6,105		-598,220	
		666,321		(362,329)
Deferred Revenue - Fees	560,043		509,983	
		566,887		509,983
Mortgage Payable - Current	48,458	48,458	32,292	32,292
Total Current		1,281,666		179,946
LONG TERM				
Mortgage Payable - Long Term	4,296,560		4,490,390	
Total Long Term Liabilities		4,296,560		4,490,390
Total Liabilities		5,578,226		4,670,336
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)	2,255,280		2,156,306	
Members Equity Closing		47,285,707		44,653,000
Total Liabilities & Equity		52,863,933		49,323,336

Members' Equity:

Invested in:		
Pro-Demnity Insurance Company	32,807,966	26,625,402
Cumulative Net unrealized gains and losses on available for sale financial assets		
Property & Equipment	6,699,010	6,811,810
Major Capital Reserve (Internally Restricted)	749,735	266,934
Operating Reserve	1,048,127	764,627
Legal Reserve Fund (Internally Restricted)	162,500	52,500
Unrestricted	5,818,369	2,346,248

OAA Members' Equity 14,477,741 A Members' Equity 10,242,119

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Cash Flows

Nine Months Ended August 31, 2022

Operating Activities:

Excess (deficiency) of revenue over expenses	2,255,280
--	-----------

Add items not involving cash:

Amortization of property and equipment	472,588
--	---------

Loss on Disposal of property and equipment	
--	--

Income from investment in Pro-Demnity Insurance Company	0
---	---

Net change in non-cash working capital items:

Accounts receivable	1,293,676
---------------------	-----------

Inventories	(4,123)
-------------	---------

Prepaid expenses	369,534
------------------	---------

Accounts payable and accrued liabilities	(828,522)
--	-----------

Deferred revenue	(143,970)
------------------	-----------

Major Capital Reserve Fund (Internally Restricted)	0
--	---

Operating Reserve Fund (Internally Restricted)	0
--	---

Legal Reserve Fund (Internally Restricted)	0
--	---

Cash flows from operating activities	3,414,462
---	------------------

Financing Activities:

Mortgage Payable - Current	(145,372)
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Cash flows from financing activities	(145,372)
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Investing activities:

Short-term deposits	(6,030,671)
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Purchase of property and equipment	(30,163)
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Cash flows from investing activities	(6,060,835)
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Net increase/(decrease) in cash during the year	(2,791,745)
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Cash, beginning of year	4,414,421
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Cash, end of period	1,622,676
----------------------------	------------------

Statement of Revenue and Expenses
Nine Months Ended August 31, 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		6,587,028	96.9%		6,903,937	88.4%		6,893,068	85.5%		6,903,937	88.3%		-10,869
Classifieds Revenue		11,825	0.2%		18,108	0.2%		20,000	0.2%		20,000	0.3%		0
Conference Revenue		111,300	1.6%		613,977	7.9%		841,225	10.4%		613,977	7.8%		227,248
Continuing Education:											0			
Admission Course Revenue		0	0.0%		0	0.0%		7,000	0.1%		7,000	0.1%		0
Continuing Education Revenue		31,613	0.5%		44,571	0.6%		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		14,930	0.2%		17,272	0.2%		10,000	0.1%		10,000	0.1%		0
ExAC Jurisdiction Exam Fee		0	0.0%		136,988	1.8%		158,000	2.0%		136,988	1.8%		21,012
Interest Earned		26,884	0.4%		51,669	0.7%		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			7,400	0.1%		0	0.0%		0	0.0%		0
Recovery of Discipline Charges		10,000	0.1%		18,000	0.2%		24,000	0.3%		24,000	0.3%		0
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Statement of Revenue and Expenses
Nine Months Ended August 31, 2022

	2021			2022										
	ACTUAL-YTD			ACTUAL-YTD			ANNUAL BUDGET			BUDGET PROJECTION			BUDGET VARIANCE	
	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total	%	Detail	Total
Visa Service Charges	750			2,215			300			2,215			-1,915	
Computer Operations	35,929			68,735			70,000			70,000			0	
Documents, Job Signs & Other	16,754			14,729			20,000			20,000			0	
General Expenses	1,142			3,326			6,000			6,000			0	
Insurance:										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				
Postage & Delivery	12,354			16,966			20,000			20,000			0	
Member Mailings	3,230			1,758			7,000			7,000			0	
Printing & Office Supplies	19,545			22,039			20,000			22,039			-2,039	
Subscriptions & Memberships	38,709			39,669			43,554			43,554			0	
Telephone & Communciation:														
Internet Access & Hosting	15,997			20,365			19,000			20,365			-1,365	
Telephone	6,863			8,245			0			0			0	
Video Conferencing	10,123			13,187			24,190			24,190			0	
Uncollectible Accounts	0			0			1,600			1,600			0	
Salaries & Benefits - Admin	445,665			481,375			653,608			653,608			0	
Building:		456,566	9.8%		231,286	4.2%		293,597	3.6%		311,343	3.9%		-17,746
Building Committee	2,560			6,871			51,000			51,000			0	
Commercial Insurance	27,909			32,568			30,000			32,568			-2,568	
Heat, Light & Water	1,321			1,086			10,000			10,000			0	
Maintenance & Security	47,334			77,959			83,555			83,555			0	
Mortgage Interest & Fees	331,588			74,625			96,042			96,042			0	
Property Taxes	45,854			38,178			23,000			38,178			-15,178	
Council Policy Development:		93,085	2.0%		14,816	0.3%		230,890	2.9%		230,890	2.9%		0
Council Policy Development Contingency	0			0			186,429			131,608			54,821	
Comprehensive Member/Practice Survey	0			4,821			0			4,821			-4,821	
Prior Years' Development:				0						0				
Initiative to Address EDI – Consultant/Survey Consultant	0			0			0			0			0	
Total Energy Use Intensity Calculator (TEUI)	0			0			25,000			25,000			0	
UoFT - Future of LTC	0			9,995			19,461			19,461			0	
Consultant re Scope of Practice of the Licensed Technologist OAA	0			0						50,000			-50,000	
Depreciation		409,153	8.8%		472,588	8.5%		630,117	7.8%		630,117	7.9%		0
Computer	92,525			123,781			165,041			165,041			0	
Building	182,771			203,914			271,885			271,885			0	
Building Additions	56,738			56,339			75,119			75,119			0	
Furniture & Equipment	36,579			39,441			52,588			52,588			0	
Web	40,540			49,113			65,484			65,484			0	
Reserves		7,125	0.2%		0	0.0%				0				
Legal Reserve									0					
Major Capital	7,125									0				
Operating Reserve										0				
Expenditures before Extraordinary & YE Items		4,639,351			5,556,641			8,060,093			8,019,892			40,201
Surplus(+)/Deficit(-) Before Extraordinary & YE Items		2,156,306			2,255,280			0			-197,190			197,189
Extraordinary & Year End Items		0	0.0%		0	0.0%		0	0.0%		0	0.0%		0
Return on investment in Pro-Demnity	0			0						0			0	
Total Expenditures		4,639,351			5,556,641			8,060,093			8,019,892			40,201
TOTAL REVENUE		6,795,658			7,811,922			8,060,093			7,822,702			237,391
TOTAL EXPENDITURES		4,639,351	100.0%		5,556,641	100.0%		8,060,093	100.0%		8,019,892	100.0%		40,201
SURPLUS(+)/DEFICIT(-)		2,156,306			2,255,280			0			-197,190			197,189

ONTARIO ASSOCIATION OF ARCHITECTS
Committee Statement
Nine Months Ended August 31, 2022

2022				
	BUDGET	BUD PROJECTION	ACTUAL	
Business	56,566	56,566	15,605	
Audit Committee	148	148	0	
Budget Committee	418	418	0	
Building Committee	51,000	51,000	6,871	
International Relations Committee	3,000	3,000	8,734	
Joint OAA/Arido Task Group	2,000	2,000	0	
Strategic				
Government Relations	5,396	5,396	42	
Construction Design Alliance Ontario (CDAO)	5,396	5,396	42	
Demographics	53,068	53,068	4,393	
Policy Advocacy Coordination Team (PACT)	48,751	48,751	4,338	
Sustainable Built Environment Committee	4,317	4,317	55	
Communications	20,068	20,068	0	
Communications Committee	7,808	7,808	0	
Comprehensive ConEd Committee	12,259	12,259	0	
Regulatory	209,947	209,947	27,034	
ACT/Reg Amendments Review	0	0	0	
Complaints Committee	75,265	75,265	12,162	
Discipline Committee	62,530	62,530	9,530	
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	1,773	
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	47,074	

ONTARIO ASSOCIATION OF ARCHITECTS
Prior Year to Actual Analysis
Nine Months Ended August 31, 2022

	2022		2021		2022		VARIANCE	DETAIL
	BUDGET PROJECTION		ACTUAL-YTD		ACTUAL-YTD			
	Detail	Total	Detail	Total	Detail	Total	Detail	Total
REVENUE								
Fees		6,903,937		6,587,028		6,903,937		316,909
Classifieds Revenue		20,000		11,825		18,108		6,283
								Yr to Yr variance; increase in member fees and CoP fees
Conference Revenue		613,977		111,300		613,977		502,677
Continuing Education:								2021 Conference was held virutally at a lower price point.
Admission Course Revenue		7,000		0		0		0
								Sponsorship income of \$280K received in June
Continuing Education Revenue		50,175		31,613		44,571		12,958
Fundamentals of Architectural Practice		3,125		2,077		0		-2,077
Documents, Job Signs & Other Revenue		10,000		14,930		17,272		2,341
ExAC Jurisdiction Exam Fee		136,988		0		136,988		136,988
Interest Earned		48,000		26,884		51,669		24,785
Misc Fees		0		0		0		0
Pro-Demnity:								Increased Complimentary ConEd online sessions, and 3 session dates were for Pre-Conference.
PCS Transfer		5,500		0		0		0
Awards Income		0		0		7,400		7,400
Recovery of Discipline Charges		24,000		10,000		18,000		8,000
								Revenue varies based on Discipline cases per year
Total Revenue		7,822,702		6,795,658		7,811,922		1,016,264
EXPENDITURES								
Council & Executive		1,252,041		774,902		777,977		3,075
Attendance-Selected Conference		0		0		0		0
AGM (Annual General Meeting)		41,797		18,990		41,797		22,807
Committees & Task Groups:								
ACT/Reg Amendments Review		0		0		0		0
OAA Governance Committee		167,724		70,770		50,975		-19,795
Budget Committee		418		0		0		0
Construction Design Alliance Ontario (CDAO)		5,396		0		42		42
HR Committee		0		0		0		0
Joint OAA/Arido Task Group		2,000		0		0		0
Joint OAA/Pro-Dem Working Group		0		0		0		0
Miscellaneous Committee Expense		3,000		0		2,464		2,464
OAA/OGCA Best Practices Committee		1,530		0		0		0
Policy Advocacy Coordination Team (PACT)		48,751		37,689		4,338		-33,351
Sustainable Built Environment Committee		4,317		-4,805		55		4,860
Council & Executive		266,040		150,393		146,924		-3,469
Legal:								Variation of expenses being submitted
Legal General		35,000		45,355		9,044		-36,311
Liaison With Gov't & Other Organizations		1,000		870		89		-781
National:								
Canadian Architectural Certification Board (CACB)		37,173		21,777		37,173		15,396
CALA Meetings		67,080		41,497		43,562		2,065
International Relations Committee		3,000		345		8,734		8,389
RAIC Festival		0		0		698		698
Tri-National Agreement		0		0		0		0
OAAAS		70,800		53,130		66,037		12,907
Society Chairs Workshop		0		0		0		0
Salaries & Benefits Council & Exec		497,014		338,891		366,045		27,154
								Anticipated Yr over Yr variance
Office of the Registrar:		1,540,382		827,811		947,705		119,893
Committees:								
Complaints Committee		75,265		18,461		12,162		-6,299
Discipline Committee		62,530		20,763		9,530		-11,233
Elections Task Group		0		0		3,230		3,230
								Varies at this time of the year based on cases
Experience Requirements		30,814		5,461		340		-5,121
Fees Mediation Committee		1,000		0		0		0
Public Interest Review Committee (PIRC)		5,000		0		0		0
Registration Committee		25,437		1,988		1,773		-214
The Interns' Committee		9,902		2,105		0		-2,105
ExAC:								
ExAC Exam Administration		138,161		114		138,161		138,047
Legal:								Exams in 2021 were held in February 2022
Act Enforcement		55,000		33,175		43,915		10,740
Appeals		30,000		4,798		0		-4,798
Discipline Hearings		90,000		54,844		28,473		-26,371
Fees Mediation		2,500		0		0		0
General		50,000		11,889		10,624		-1,265
Registration Hearings		15,000		26,609		0		-26,609
Salaries & Benefits - Registrar		949,774		647,606		699,497		51,891
								Anticipated Yr over Yr variance
Practice Advisory:		428,042		315,554		322,642		7,088
Legal-Practice		53,200		27,419		11,754		-15,665
Committees:								
Engineers, Architects, Building Officials (EABO)		1,500		0		0		0
Practice Resource Committee		10,400		311		0		-311
Subcommittee on Building Codes & Regs (SCOBCAR)		5,500		0		0		0
Small Practice Information Forum (SPIF)		0		0		0		0
Salaries & Benefits - PA		357,442		287,825		310,888		23,063
								Anticipated Yr over Yr variance
Communications:		1,129,095		589,494		700,426		110,932
Committees:								
Awards Steering Committee		0		0		0		0
Communications Committee		7,808		0		0		0
Community Outreach Program		7,500		0		7,500		7,500
Content Creation/Publications		0		0		0		0
Cyber Security Insurance		5,821		4,400		5,821		1,421
French Translation Costs		20,000		0		0		0
Honors & Awards		92,181		12,100		53,032		40,932
Media Relations Program		50,000		0		200		200
Miscellaneous		1,000		0		5,000		5,000
Perspectives (Income & Expenses)		0		0		0		0
P.R. Sponsorship Opportunities		65,000		21,348		31,200		9,852
Scholarships and Awards (Trust Fund)		53,000		27,500		53,000		25,500
								Additional EDI & TR Award added in 2022
Societies:								
Society Liaison Travel		10,000		358		1,620		1,262
								Invoices were closed late to allow Members more time to pay,
Society Funding		70,825		68,525		70,825		2,300
Special Program Funding		80,000		9,000		48,500		39,500
Society Chairs Meeting - Conference		8,283		0		0		0
Tradeshows and Ongoing Outreach Activities		36,300		53,500		13,000		-40,500
University Funding		25,000		10,000		10,000		0
								No events in early 2022
Web Maintenance/Hosting		34,682		43,871		34,682		-9,189
Salaries & Benefits - Communications		561,694		338,891		366,045		27,154
								May 31 2021 included some Capital costs adjusted at Year End
								Anticipated Yr over Yr variance

ONTARIO ASSOCIATION OF ARCHITECTS

Prior Year to Actual Analysis
Nine Months Ended August 31, 2022

	2022		2021		2022		VARIANCE	DETAIL	
	BUDGET PROJECTION		ACTUAL-YTD		ACTUAL-YTD				
	Detail	Total	Detail	Total	Detail	Total	Detail	Total	
Conference:		1,137,886		282,208		1,088,548		806,340	
Conference		950,654		154,543		950,654		796,111	Conference in 2021 was virtual, 2022 hybrid.
Salaries & Benefits - Conference		187,231		127,664		137,894		10,229	
Continuing Education:		307,878		193,234		220,029		26,796	
Comprehensive ConEd Committee		12,259		0		0		0	
Continuing Education:									
Admission Course		26,000		13,057		10,402		-2,655	
Continuing Education		30,000		44,074		22,037		-22,037	Annual variances re: presentation of sessions
Fundamentals of Architectural Practice		42,175		1,475		42,175		40,700	
Salaries & Benefits - ConEd		197,444		134,628		145,415		10,787	Anticipated Yr over Yr variance
Practice Consultation Service:		11,000		737		0		-737	
Salaries & Benefits - PCS		11,000		737		0		-737	
Administration:		1,041,217		689,483		780,625		91,142	
Hr Administration		65,000		0		28,050		28,050	New Account set up for HR Hiring Administration Invoice for 2022 not received until March
Audit Fees		28,700		12,200		7,116		-5,085	
Audit Committee		148		0		0		0	
Bank Charges:									
Bank Charges		3,000		2,105		2,447		342	
Fees Processing Charges (Formerly Credit Card)		10,765		28,389		10,765		-17,624	Credit Card processing fees entries for April and May done in June.
Visa Service Charges		2,215		750		2,215		1,465	
Computer Operations		70,000		35,929		68,735		32,806	Add'l devel. to increase Security
Documents, Job Signs & Other		20,000		16,754		14,729		-2,024	
General Expenses		6,000		1,142		3,326		2,184	
Insurance:									
AD&D		2,200		0		0		0	
Errors & Omissions		9,860		9,390		9,390		0	
Directors & Officers		30,974		30,338		30,250		-88	
Mailing Costs:									
Postage & Delivery		20,000		12,354		16,966		4,612	
Member Mailings		7,000		3,230		1,758		-1,472	
Printing & Office Supplies		22,039		19,545		22,039		2,494	Order new OAA lapel pins in 2021 Add' of Media Platform Subscription
Subscriptions & Memberships		43,554		38,709		39,669		960	
Telephone & Communication:									
Internet Access & Hosting		20,365		15,997		20,365		4,368	
Telephone		0		6,863		8,245		1,382	
Video Conferencing		24,190		10,123		13,187		3,063	
Uncollectible Accounts		1,600		0		0		0	
Salaries & Benefits - Admin		653,608		445,665		481,375		35,710	Anticipated Yr over Yr variance
Building:		311,343		456,566		231,286		-225,280	
Building Committee		51,000		2,560		6,871		4,311	
Commercial Insurance		32,568		27,909		32,568		4,659	
Heat, Light & Water		10,000		1,321		1,086		-236	
Maintenance & Security		83,555		47,334		77,959		30,625	iPlan Maintenance Contract and building maintenance invoices were delayed in 2021 Reduced Mortgage Fees from moving to CIBC Budget was set too low at \$23K based on YTD payments not final total final total
Mortgage Interest & Fees		96,042		331,588		74,625		-256,963	
Property Taxes		38,178		45,854		38,178		-7,676	
Council Policy Development		230,890		95,485		14,816		-80,668	
Council Policy Development Contingency		131,608		0		0		0	
Comprehensive Member/Practice Survey		4,821		0		4,821		4,821	
Prior Years' Development:									
Total Energy Use Intensity Calculator (TEUI)		25,000		0		0		0	
UoFT - Future of LTC		19,461		0		9,995		9,995	
Consultant re Scope of Practice of the Licensed Technologist OAA		50,000		0		0		0	
Expenditures before Depreciation, Reserves and Extraordinary & YE Items		7,389,774		4,225,474		5,084,054		858,580	
Surplus(+)/Deficit(-) Before Depreciation, Reserves and Extraordinary & YE Items		432,928		2,570,184		2,727,868		157,684	
Depreciation		630,117		409,153		472,588		63,435	
Computer		165,041		92,525		123,781		31,256	
Building		271,885		182,771		203,914		21,143	
Building Additions		75,119		56,738		56,339		-399	
Furniture & Equipment		52,588		36,579		39,441		2,862	
Web		65,484		40,540		49,113		8,573	
Reserves				0		0		0	
Legal Reserve									
Major Capital									
Operating Reserve				0					
Extraordinary & Year End Items		0		0		0		0	
Building Renovation: Utility Bills Jan-March'18		0		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-Demnity		0		0		0		0	
Total Expenditures		8,019,892		4,634,626		5,556,641		922,015	
TOTAL REVENUE		7,822,702		6,795,658		7,811,922		1,016,264	
TOTAL EXPENDITURES		8,019,892		4,634,626		5,556,641		922,015	
SURPLUS(+)/DEFICIT(-)		-197,190		2,161,031		2,255,280		94,249	

ONTARIO ASSOCIATION OF ARCHITECTS

Statement of Members Equity

Nine Months Ended August 31, 2022

Date:

Year to Date 6

2021

Members Equity Year to Date (YTD)

Total Members Equity

Less: Current YTD Surplus from P&L

Less: Allocated Reserves (Restricted)

Legal Reserve

Major Capital Reserve

Operating Reserve

Less: Pro-Demnity Insurance

Less: Property & Equipment

YTD Unrestricted Members Equity Available for Allocation

Future Reserve Allocation

2022 Projected YE Reserve Allocation (Restricted)

Legal Reserve

Major Capital Reserve

Operating Reserve

Remaining Unrestricted Members Equity 2022 YE

Detail	Total
	47,285,707
	2,255,280
	1,960,362
162,500	
749,735	
1,048,127	
	32,807,966
	6,699,010
	3,563,089
	294,000
40,000	
154,000	
100,000	
	3,269,089

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

September 22, 2022

(open)

ITEM: 6.3.a

To: Council

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

From: Christina Karney, Vice President, Strategic

Date: September 9, 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

- Special meeting of Council: August 11, 2022
- Special Meeting of PACT: August 4, 2022
- Update meeting with PGR Staff: August 2, 2022
- OAA Council meeting: June 23, 2022

PACT Updates

PACT's last regular meeting took place on June 16, 2022 and the Committee convened for a special meeting on August 4, 2022 to select the 2022 Queen's Park Picks. The Committee will meet again on September 12, 2022. At the upcoming meeting, the Committee will focus on establishing their work plan for the next year. In the meantime, PACT continues to work on various items including:

- Legislative Monitoring – New housing legislation, Bill 3, *Strong Mayors, Building Homes Act, 2022*, was introduced by the Honourable Steve Clark, Minister of Municipal Affairs and Housing. If passed, Bill 3 will amend the *City of Toronto Act, 2006* and the *Municipal Act, 2001* to provide new powers to the mayor of the City of Toronto and mayors of other “designated municipalities,” such as by allowing them to appoint or dismiss the chief administrative officer or a chair or vice-chair of a local board. OAA staff is closely monitoring as this Act proceeds through the legislative process. Once the opportunity for public consultation on this legislation opens, PACT will advance a recommendation to Council about a strategic position the Association may take.
- Long-term Care – Following the government announcement of the Health System Stability and Recovery Plan on August 18, 2022, the long-term care research team determined that there was an immediate need to communicate the findings on the long-term care research study more publicly. As such, on August 25, 2022, the OAA issued a [press release](#) via Canadian Newswire to notify media about the report. The release was picked up in trade media outlets including *Canadian Architect* and *Daily Commercial News*. PACT will discuss other opportunities to amplify the findings of the study, including the possibility of discussing it at upcoming MPP meetings.
- Qualifications-based Selection (QBS) – Initiated by Senior Vice President and Treasurer Vilardi, the OAA, along with the Windsor Region Society of Architects, had the opportunity to meet with the Windsor-Essex Community Housing Corporation to discuss employing QBS for their professional services procurement. OAA staff developed a PowerPoint presentation to guide this conversation.
- Relationship Building with the New Government – In the spirit of maintaining a collaborative relationship with government, the OAA is drafting congratulatory notes for newly appointed and re-appointed Ministers with key portfolios. A letter of congratulations and request for meeting has already been issued to the Honourable Douglas Downey, Attorney General (see attached).

- World Architecture Day – Plans for World Architecture Day continue to proceed, including the complete selection of the 2022 Queen's Park Picks. Despite it being an election year, this year's event is already surpassing past events in terms of the geographic spread of nominations (12 local societies are represented in the nominations) as well as the profile of MPPs nominating. In fact, in 2022 we received a nomination from the Premier – a first for any Premier in the history of the event. Additionally, her Honour Elizabeth Dowdeswell, Lieutenant Governor of Ontario, has requested the opportunity to attend the event. Details about the event itself are still in the works and the event will take place on October 3 from 5:30 to 7:30 p.m. in the Main Legislative Building at Queen's Park in Toronto.
- City of Toronto Purchasing and Materials Management Division – OAA staff met with City of Toronto Purchasing and Materials Management Division staff to discuss opportunities for OAA members to participate in market soundings related to the City's strategic procurement activities and for the Association to comment on various procurement areas as needed.

SBEC Updates

SBEC met last on June 27, 2022 and will meet again on September 26, 2022. In the meantime, the Committee continues to work on various items, including:

- Climate Action Webpage Refresh – Work is underway to refresh the Climate Action page on the OAA Website. Some key changes to the page include:
 - The use of a “hero image” to orient the visitor and add visual interest to the page;
 - A “Related Links” sidebar to point to related pages on the OAA Website including the pages about the Strategic Plan, Scholarships, and Continuing Education;
 - Current case studies based on recent Design Excellence award winners;
 - A “Funding Support” tab includes links to key funding sources for architects and clients looking to integrate climate considerations in their buildings;
 - Contact information so that members and the public can get in touch with OAA staff if they have a great Climate Action resource to share.
- Climate Action Initiatives – To support the implementation of the Strategic Plan, OAA staff have developed a tracker of climate action initiatives that the Association has undertaken over the last two years (see attached). This list of initiatives includes a holistic picture of climate actions that the OAA has taken across all service areas. A living document, the tracker is

regularly updated to reflect new initiatives and the changing status of ongoing ones.

Construction Design Alliance of Ontario (CDAO) Updates

Since the last meeting of OAA Council, the Board of Directors of the CDAO held meetings on August 5 and June 24. OAA Executive Director, Kristi Doyle sits on the Board on behalf of the OAA as a member of CDAO. The next meeting of the full CDAO Forum will be held on September 9. As previously reported to Council, CDAO will be hosting a half day webinar focussed on Procurement which will include invited individuals from public client and industry groups from across the province. This is a new approach to Procurement Day which had been successfully hosted for a number of years by the CDAO. The Annual General Meeting of the CDAO will be held on November 22 at the OAA Headquarters. The CDAO will be sending letters of congratulations along with an outline of CDAO priorities to key Ministers under the new government in the coming month. As a major project, work continues on the development of a Best Practices Procurement Guide. A consultant is conducting that work which is being funded by the Forum members. It is anticipated that the Guide will be complete by the end of the year.

Action: None. For information only.

Attachments: 1. Congratulatory note to the Honourable Douglas Downey
2. Climate Action Initiatives Tracker

Established in 1889, the Ontario Association of Architects (OAA) is the self-regulating body for the province's architecture profession. It governs the practice of architecture and administers the Architects Act in order to serve and protect the public interest.

Honourable Douglas Downey, Attorney General
Ministry of the Attorney General
McMurtry-Scott Building, 720 Bay Street
Toronto, Ontario M7A 2S9

August 15, 2022

Dear Minister,

On behalf of the Ontario Association of Architects (OAA) and the architecture profession in Ontario, I congratulate you on your re-election and appointment as Attorney General. As the *Architects Act* is one of the statutes you administer, the Association and I look forward to continuing our collaborative relationship with you and your Ministry.

I am reaching out to request a meeting to provide an update on a number of ongoing initiatives the OAA is moving forward. These include:

- Our five-year strategic plan that has been implemented in order to advance the Association's regulatory and public education responsibilities;
- Modernization of the *Architects Act* to ensure the OAA remains a forward-looking regulator;
- Full integration of the OAA Technology Program, and solidification of those licensed members in the Regulations of the *Architects Act*; and
- Next steps regarding the regulation of interior designers under the *Architects Act*, as well as our continued collaboration with the Association of Registered Interior Designers Ontario (ARIDO).

I would also like to invite you to attend our World Architecture Day (WAD) reception, and provide remarks at the Queen's Park event on Monday October 3. The Association would be grateful if you would also consider being our MPP sponsor for this celebration in order to fulfil the requirements of the room booking.

Once again, congratulations on your re-election! The OAA is excited to continue working together in the public interest of our great province. OAA staff will be in touch shortly with your office to discuss a suitable meeting time and further details regarding WAD.

Sincerely,



Susan Speigel, Architect
OAA, FRAIC
President



Ontario Association
of Architects

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Responding to OAA Strategic Plan: Climate Action Theme

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.

Climate Action Programs and Activities/Projects

Completed Projects and ongoing programs in place:

Project/Program	Current Status	Date Completed
Group tours of OAA Headquarters that focus on the Renew + Refresh project	Ongoing	Ongoing
OAA Con Ed Webinar Series on Climate Action	Ongoing	Ongoing
Support for external climate action working groups <ul style="list-style-type: none">Workforce 2030Barrie Community Energy Plan	Ongoing	Ongoing
Support for No.9 Imagining My Sustainable Cities (OAA has been a sponsor of this for the past 7 years)	Ongoing	Ongoing
Passive House Canada – Promotional discount for OAA members registering for PHC courses	In progress	November 2024
Climate Action webpage refresh, including the addition of local funding opportunities from around the province to support climate action initiatives in the built environment	In progress	November 2022

Fall Society Meetings all have a focused segment on Climate Action	In progress	October 2022
Next phase of Bird Friendly film added to OAA HQ	In progress	October 2022
OAA Staff participation at Workforce 2030 Conference	Complete	June 2022
Doors Open 2022: Public tours to 500+ people	Complete	May 2022
OAA Headquarters Renew + Refresh: zero net carbon building in 2022 <ul style="list-style-type: none"> Conference 2022 Tours & Con Ed Headquarters reopening OAA's June 2022 hydro bill was \$35!! 	Complete	May 2022
OAA Conference 2022: Inspiring Climate Action (included robust education program and keynote speakers with expertise in climate action)	Complete	May 2022
OAA Meeting Policy: Requires that any meeting two hours or less is hosted virtually	Complete	March 2022
OBC/NBC Consultation: SBEC experts deputized to help draft the OAA response to this consultation <ul style="list-style-type: none"> Included the advancement of position to Council to express support for the inclusion of energy step code in the updated Building Code (also mirrored in support for TGS, Whitby Green Standard) 	Complete	January 2022
TEUI calculator: development & implementation (including video tutorial)	Complete	May 2021
Hybrid meeting capability at the OAA: SBEC has been calling for this for nearly a decade	Complete	April 2020
OAA Awards Program: TEUI submission criteria	Complete	2020 Awards cycle

OAA Climate-themed Con Ed Webinars

Webinar Title	Date
Part 2: Getting Ready for Mass Timber Construction	2022-12-08
Climate Change and Deep Energy Retrofits for Multi-unit Residential Buildings	2022-10-13
Green Roof Nuts n' Bolts – 3-Part Series	2022-10-05
Part 1: Getting Ready for Mass Timber Construction	2022-09-29
Key Performance Indicators for Low Carbon Buildings	2022-09-20
Thriving Forests and Regenerative Built Environments	2022-09-14
Passive House Design and Construction	2022-09-06
2022 OAA Conference Continuing Education Sessions	2022-05-11 to 13

<ul style="list-style-type: none"> • OAA Headquarters Project: An Architectural Case Study • Benchmarking Embodied Carbon in Ontario • Climate Change and Deep Energy Building Retrofits • Building Envelope Sealing Effects & Efficiency Opportunities • Re-imagining of 60 Bloor Street: A Deep Retrofit Case Study • Design for Tomorrow: Future Proofing Arctic Architecture • Preparing for Legal Risks Associated with Climate Change • Getting Stakeholder Buy-In for Climate Stability • Achieving Energy Efficiency and Sustainability with Sky Lights • Beyond Net Zero: Building Positive Futures Through Regenerative Architecture and Design • Risk Preparedness When Inspiring Climate Action • Carbon as Currency: How to Approach Low/No Carbon Design • Integrating Green Infrastructure in Constrained Urban Sites • Durability + Resiliency: Cornerstones to Sustainability • Integrating Energy Modelling into Your Work: Tools to Help You Model Buildings • Building Portfolio Carbon Planning • Mitigating Building Impacts with Green or Blue Roofs • The OBC: Evolving to Support Sustainable and Healthy Buildings • The Passive Solution to Retrofit Inefficient Aging Facades • Radical Reuse • Zeroing in on Net Zero • The Paradox of Green: Supporting High Performance Design • A Net Zero Carbon Case Study: Davisville Aquatic Centre • Existing Building Renewal: Ready for the Future • Big Ideas in Action: Innovative Design Approaches, Sustainable Solutions, and Traditional Processes • Incorporating Climate Curriculum in Architectural Education • BC Government NetZero Carbon Neutral Conversion • Spotlight on Sustainable Outcomes & Opportunities from IPD • Inspiring Climate Action: How Approaches in Biophilia, Salutogenic Design, and Indigenous Knowledge Keep Leading to Climate Action • It Is Material: Circular Economy Approaches, Material Efficiency Strategies, Deconstruction, and Material Recycling to Net Zero • Inspire, Climate, and Action 	
A Guide to Mid-Rise Wood Construction in Canada	2021-12-16
Prefabrication: Mass Timber Design Considerations	2021-11-25
First Principles to Deep Energy Retrofits in Heritage Bldg	2021-06-02 & 2021-06-03
Demystifying Tall Wood Buildings	2021-04-08
SB-10 & OAA PT-36 Ontario's Energy Code Basics	2020-11-05
Low-Energy Heritage Building Retrofits: Insulating Safely	2020-08-06
Enclosure Design and TEDI Targets. TGS, Zero Carbon, and PH.	2020-07-09
Enclosure Design and TEDI Targets. TGS, Zero Carbon, and PH.	2020-06-25
Double Duty: Urban Storm Water Management	2020-06-11
Carbon Neutral Buildings: Innovative Strategies	2020-05-28

Memorandum

To: Council

Susan Speigel
J. William Birdsell
Kimberly Fawcett-Smith
Christina Karney
Natasha Krickhan
Lara McKendrick
Deo Paquette
Greg Redden
Gaganjot (Gagan) Singh
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Elaine Mintz
Clayton Payer
Kristiana Schuhmann
Andrew Thomson
William (Ted) Wilson

FOR COUNCIL MEETING
September 22, 2022
(open)
ITEM: 6.4.a

From: Communications Committee

Jennifer King
Carl Knipfel
Elaine Mintz
Arezoo Talebzadeh

Bill Birdsell
Joël León
Dana Seguin

Date: September 12, 2022

Subject: Communications Update

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

Highlights

[Podcasting](#)

[Website](#)

[Public Awareness Sponsorships](#)

[Special Project Funding](#)

[E-communications](#)

[Social Media](#)

The Communications Committee gathered in a hybrid fashion on Tuesday, August 16, with some members attending in-person at the OAA Headquarters and others joining by Zoom. The majority of the day's discussions centred on Public Awareness Sponsorships and Special Project Funding (SPF) submissions from the Local Architectural Societies, as detailed later in this memo.

At the meeting, Conference Manager Melanie Walsh, along with Sheri Moore from conference organizers MCC, joined in order to provide information about **three possible locations for the 2025 event**. (As a reminder, the 2023 Conference will be taking place in Sudbury while the 2024 event is happening in Niagara Falls.) The Committee weighed the strengths and challenges of the three potential host cities and, with an eye to possible locations in 2026, has made its recommendation for Council's consideration under a separate memo. One important point made was wherever Conference is held, there must be a focus on tailored location-specific experiences rather than "generic" indoor lectures that could take place in facilities anywhere.

With further respect to the Conference, staff are now beginning early steps to develop ideas for both the **at-event plenary and the virtual keynote event**, which will draw on the theme of Designing for Dignity. The theme for the 2024 Conference will also be explored shortly by the Committee in order to present Council with a memo for consideration at the January 2023 meeting.

At the Committee meeting, there was also talk about the impending **Council elections**. The attendees agreed it was important to showcase members' ability to attend the open session in both September and November, giving advance notice to entice would-be candidates to sit in and understand how meetings operate. This is especially important given the now-cancelled December Council meeting is no longer an option for orienting new Councillors.

Staff also shared plans for the long-awaited return of the **NOW Lecture**, which features the recipient of the Best Emerging Practice award. As the pandemic unfortunately cancelled the 2020 version, this year's edition will feature talks from both recipients of the last two iterations: Office Ou and Smart Density. They will separately discuss their practices in 30-minute presentations, followed by a discussion moderated by the VP Communications and with Q&A from an in-person audience at the OAA Headquarters.

The evening event will be held at the OAA Headquarters on October 18 and recorded for sharing online afterward (though Structured Learning is only available for those attending live). A Save the Date and further information on how to register will continue to be shared with the membership as space will be limited.

Communications is now planning its next meeting for either late September or early October ahead of the November Council meeting. At the gathering, discussions will focus on exploring the potential of public-outreach plaques for Design Excellence-winning projects, expanding criteria for recurring SPFs, and final changes for the OAA Awards Program to fulfil the suggestions from the Desrochers Report; this last item will be part of an in-camera memo to Council in November.

Podcasting

Having previously identified Peter Reynolds of “For the Record” as podcast consultant, staff and the VP Comms held auditions for OAA members who responded to a call for podcast host in the *OAA News* and social media. Many excellent candidates came forward, and there were mock interviews conducted to gauge their ability to approach a conversation with the public in mind. That is, someone who can speak plainly and clearly and ask questions appropriate for the intended audience.

Staff, the VP Communications, and the consultant have now identified the host, and the recommended podcasting equipment has been purchased and sent to them for remote use. The first episode is being planned for recording this month and is intended as an introduction—it will feature a chat with an architect to discuss why they entered the profession, what architects and allied professionals do, how the public can work with one, why the built environment is important, etc.

Music is now being licensed and simple logos being designed for the program, which is tentatively titled *Architecturally Speaking*. As a reminder, this initial six-episode season is coming from existing Communications budgets and is intended as a proof of concept. Should it be successful and warrant a second season, there will be further discussion on how to best develop it further. Further episodes in this inaugural season will speak to topics such as climate action, issues related to equity, diversity, and inclusion as well as Truth and Reconciliation, the role of design in improving long-term care and other congregative projects post-COVID, and other topics related to practising architecture from the public perspective.

OAA Website

In light of the Strategic Plan, numerous tweaks continue to be made to the OAA Website, including clearer general layout on the homepage, enabling members and the public to more-quickly find what they need. Additional tips on finding specific member-facing resources, like Practice Tips, will be shared through *OAA News*.

There has been an overhaul of the **Climate Action** pages, which have been revitalized with a clearer reorganization in time to be shared with the Local Societies through the virtual OAA President “visits.” The section includes articles, tools, funding mechanisms, and case studies, with the latter being reorganized to ensure accessibility for a public audience.

The Public Education Dashboard, previously discussed with the VP Communications and VP Education, is set to be launched as **Access to Architecture**, it brings together numerous public outreach places into a single page to improve the ability to find information. This is only the beginning of the

page, which will grow to include content from the OAA and links to other parties to share more information with the public about architecture, the profession, and events and activities.

This new section includes information on **scholarships** from both the OAA and outside parties. For the first time, and with permission, the OAA is also sharing the theses and projects of scholarship recipients, many of which specifically deal with items related to climate action, Truth and Reconciliation, and/or Equity, Diversity, and Inclusion.

As mentioned in previous reports to Council, work continues on the new **OAA Contracts Suite** page, being developed in concert with Practice Advisory Services (PAS). Comms also continues to work with PAS regarding information related to the CSA program, Job Opportunities, and new pages like “Architectural Design Competitions.”

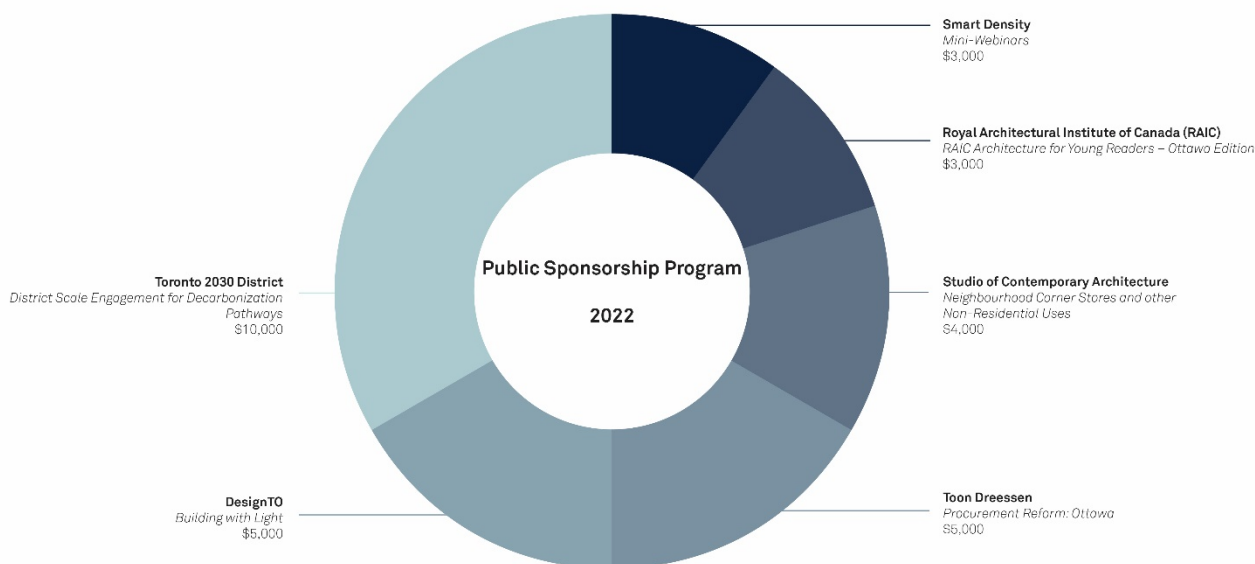
A **searchable database for discipline/complaints** can now be found on the OAA Directory page, and an additional database for act enforcement is also underway. The **Mentor Directory**, which was initially intended to list those wishing to be mentors for the Internship in Architecture Program (IAP), has been expanded to also include the OAA Technology Program. As mentioned previously, there are options to provide a lot of information related to one’s identity and practice. A beta version has been made available to the Office of the Registrar and the Interns Committee and, once finalized, there will be a call to the membership to include their information.

Staff have updated the **SHIFT Challenge** website with the new theme and timelines. Work is being finalized on the online entry form, with a Call for Submissions scheduled for mid-September. Potential jurors are now being contacted, with a submission date of mid-January and a Jury Day in February being organized.

Web Updates (July–September 2022)

- Updating 2022 Design Excellence winners with TEUI information on the bIOAAg as per direction from Council and SBEC;
- Council elections pages;
- work on Contracts page;
- Architectural Design Competitions page;
- Homepage layout;
- Updates to Fundamentals of Running an Architectural Practice pages;
- Updated photos for staff and Council;
- Climate Action pages;
- Conference pages
- Access to Architecture pages, including scholarships;
- Updates related to dissolution of OAAAS and integration of OAA Technology Program; and
- Updating of pages for the www.shiftchallenge.ca site to reflect the new timelines and theme.

Public Awareness Sponsorships



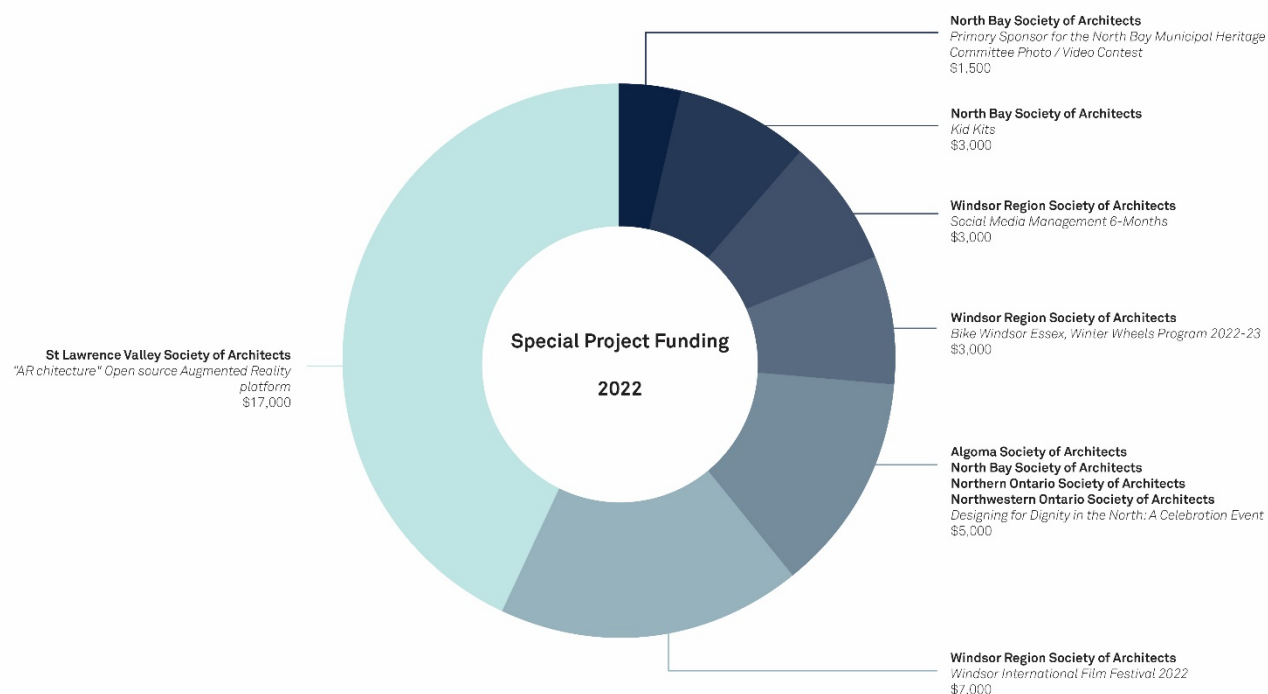
The Communications Committee discussed the 16 submissions for financial funding under the OAA's Public Awareness Sponsorship program. As none of the allocations given were more than \$10,000, the Committee was able to make decisions at its own discretion. The results are shown above and will also be communicated in an October edition of *OAA News* and posted on the OAA Website (though the specific amounts are withheld).

Ultimately, the Committee awarded all of its \$60,000 allocated (two pots of \$30,000). The Committee notes it fulfilled its task to make these decisions with a strict budget in mind, but it has become exceedingly difficult as each round brings more worthwhile initiatives that speak to the program's goals. As the new five-year strategic plan encourages public outreach and education, as well as for the OAA to work with outside parties to accomplish tasks generally outside a regulator's mandate, the Committee expects this trend of having many sponsorship requests being denied to continue.

For July, answering all of the requests would have required more than \$160,000, rather than the \$30,000 available. As it is, numerous good causes were denied and many others only received a portion of what they requested. When the budget was being developed for 2023, a request was made to consider amplifying the amount from \$60,000 to \$80,000, but this did not occur. While the

Committee will continue to make tough choices regarding sponsorship, if there is a particularly worthwhile project that cannot be accommodated, the Committee may suggest to Council to consider funding it through contingency means. (All sponsorship applicants are also encouraged to share information about their project with OAA staff to disseminate through the website or social media—enabling non-financial support.)

Special Project Funding



All requests for Special Project Funding by the Local Architectural Societies were granted, though one particularly large ask was offered two-thirds of its request and encourage to apply for the remainder the following year. Seen above, the specific recipients will be named in an October edition of *OAA News*.

As mentioned, the Committee is looking at mechanisms to more fairly and more transparently support recurring SPF requests—within its current budget—at the next meeting and will advise Council.

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:

- information from the Regulatory Organizations of Architecture in Canada (ROAC) clarifying student hours in the Internship in Architecture Program (IAP);
- information on titles and updated contact information for Intern Technologists and Student Technologists;
- several communications related to the end of the Continuing Education (ConEd) cycle and the need for Equity, Diversity, and Inclusion hours—both leading up to the deadline as well as noncompliance information after;
- Special News Bulletins to Intern Architects re: changes to IAP (note—this was part of ongoing communication over the last 18 months, including previous Special News Bulletins, numbers OAA News items, social media, and another planned Special News Bulletin to all those with OAA status);
- registration information for Meet the OAA and NOW Lecture;
- information on how to participate in the new Fundamentals of Running an Architectural Practice course;
- call for submissions for SHIFT Challenge (still pending as this report was written);
- Regulatory Notices regarding the OAA Council elections and how to participate; and
- Calls for submissions for webinars in 2023 as well as ideas for next year’s Conference with respect to sessions and tours.

Social Media

The OAA, working with MCC, has uploaded the Celebration of Excellence, Recognition Lunch, and Plenary from the Conference onto its **YouTube** channel, and sharing via social media, for on-demand viewing. As shown below, all social channels showed growth.

On **Instagram** and **Facebook**, posts and stories were used to share individual stories that appeared in *OAA News*, *Practice Advisory* newsletter as well as third-party events and articles. **Twitter** helped inform followers about news, events, both internal and external, while **LinkedIn** shared practice- and public-facing items, including *Practice Advisory* newsletters and information regarding the end of the ConEd cycle.

Communications staff are also now working closely with Continuing Education staff to ensure the OAA’s webinar series are promoted more frequently using this channel.



Followers: 7,250 (**up 99 from last report**)
Average Post Audience: 4,399



Followers: 7,894 (**up 53 from last report**)
Total Likes: 7,477 (24 up from last report)



Followers: 2,562 (**up 120 from last report**)
Total Likes: 2,134



Followers: 10,320 (**up 627 from last report**)
Post Impressions: 6,400

Action: For information only.

Attachments: NONE

Memorandum

FOR COUNCIL MEETING

September 22, 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: September 13, 2022

Subject: Activities Under the Registrar – June 9 to Sept 7, 2022

Objective: Statistical Update

Experience Requirements Committee (ERC): There were no ERC assessment interviews during this period. Work was completed to update current assessment questions and next steps include creating 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 ROACⁱ (formally CALA) Canadian competency standards for architects.

Complaints Committee: There are currently two active complaints, three in the preliminary review stage, and seven inquiries in receipt. One complaint is being held in abeyance in respect of concurrent litigation. There are four Registrar's Investigation underway. Work is progressing with the new Coordinator, Investigations to leverage a database case management feature recently launched in iMIS. This forms part of the overall operational review recommendations related to better OAA data management.

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

Discipline Committee: There are discipline hearings scheduled for both October and November this year; with another under review by counsel for subsequent scheduling. There are 30 non-compliance matters related to the 2018-2020

ConEd cycle which will be administered via the OAA written hearing September 8, 2022.

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

Act Enforcement: There are currently 34 active matters under investigation related to misuse of the term “Architect” or “Architecture” or otherwise holding out. Three Registrar’s Investigations are ongoing as well as one Good Character investigation. The OOTR works with Communications to update the [website](#) quarterly as it relates to enforcement statistics.

For the Fall of 2022 the Deputy Registrar and Coordinator Investigations will be creating a new feature on the website related to Act enforcement. In an effort to enhance transparency of its ongoing enforcement measures, the OAA will be publishing a list of names of people and/or companies that the OAA is currently investigating for purported breaches of the Act. A list of recently resolved Act enforcement matters will be published on the OAA website, in summary form. Going forward, old resolutions will be archived on the OAA website on an annual basis.

The OOTR is confident that these enhancements to the existing administration of the Act enforcement process will serve the public interest by enhancing public awareness about individuals and companies who are not licenced nor registered by the OAA and who may have been misleading the public about their training, qualifications, and ability to take on work in the protected scope of practice.

Injunction: One injunction has been launched related to holding out and unauthorized practice.

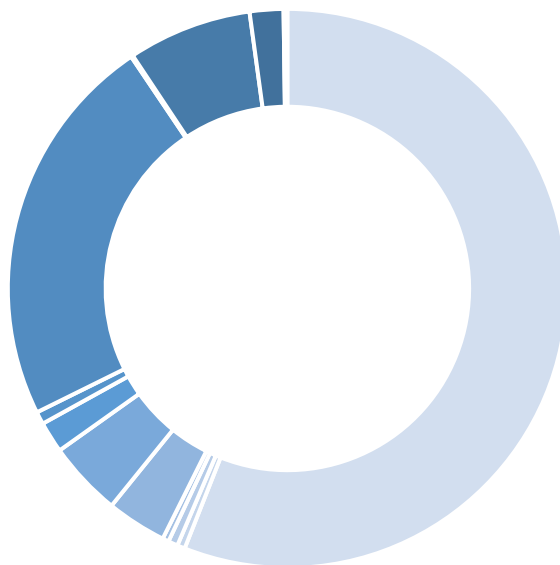
Action: **None. For Information Only.**

Attachments: Activities Under the Registrar Statistical Report

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

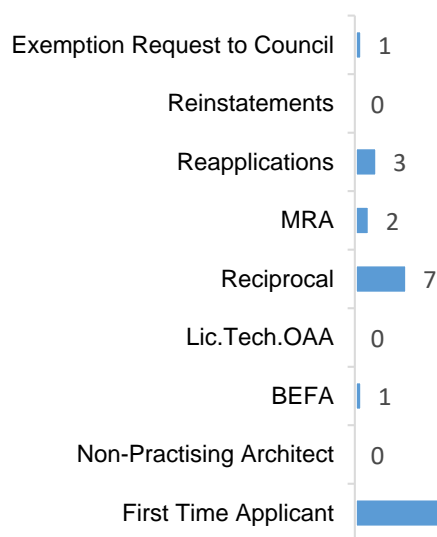
OAA Community as of September 7, 2022

OAA Individual Status Distribution



- Architect: 4627
- Architect Non Practising: 37
- Architect On Leave: 46
- Architect Long Standing: 30
- Retired Member Status: 287
- Life Member Status: 358
- Lic.Tech.OAA: 149
- Temporary Licence: 60
- Intern Architect: 1890
- Intern Architect On Leave: 9
- Student Associate: 592
- Intern Technologist: 161
- Student Technologist: 18

Licence Application Approval Distribution for period June 9 – Sept 7, 2022

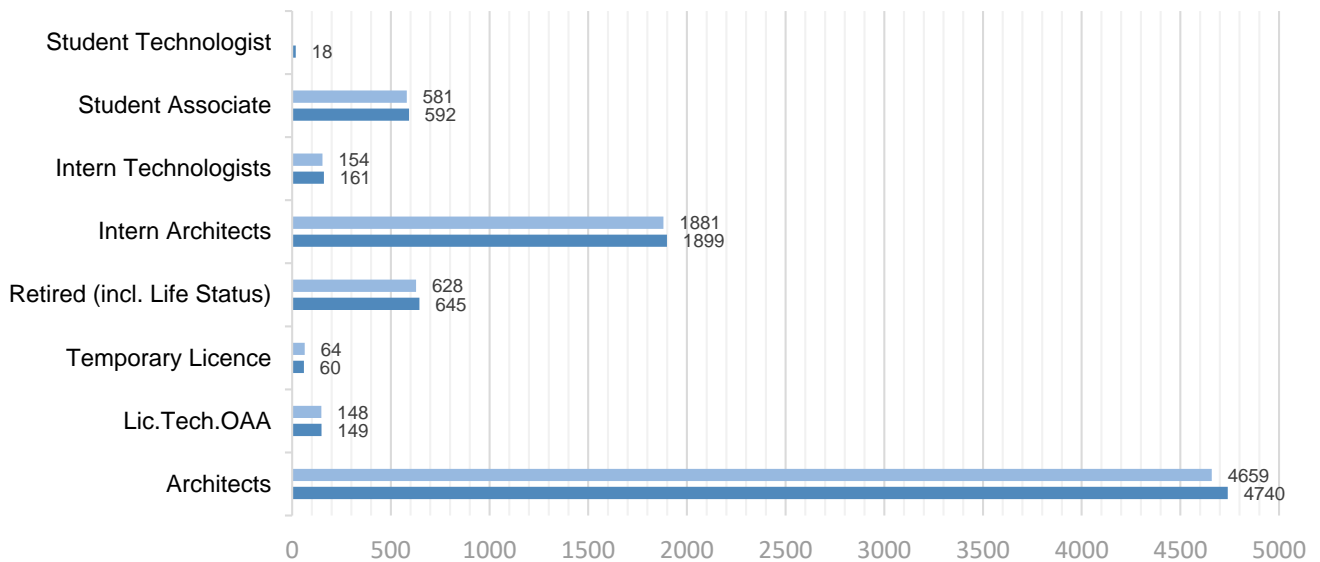


- Total licence applications received for period - 130
- Total licence applications approved for period – 109

Note: Of the 99 First Time Applicants 33 were ITP.

Growth in Individual Status for period June 9 – Sept 7, 2022

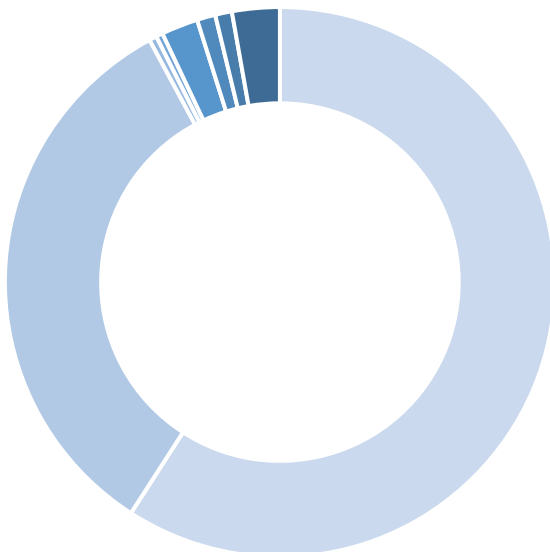
■ 2022 June ■ 2022 Sept



- *Total Intern Architect Applications Received for the period - 143*
- *Total Student Associate Applications Received for the period - 82*

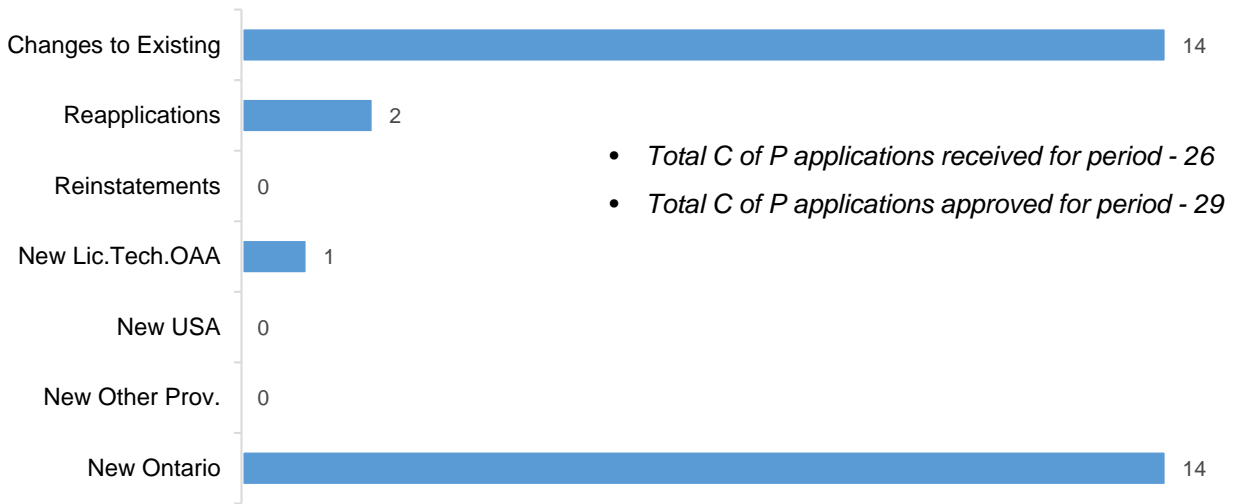
Certificate of Practice as of September 7, 2022

OAA Certificate of Practice Distribution

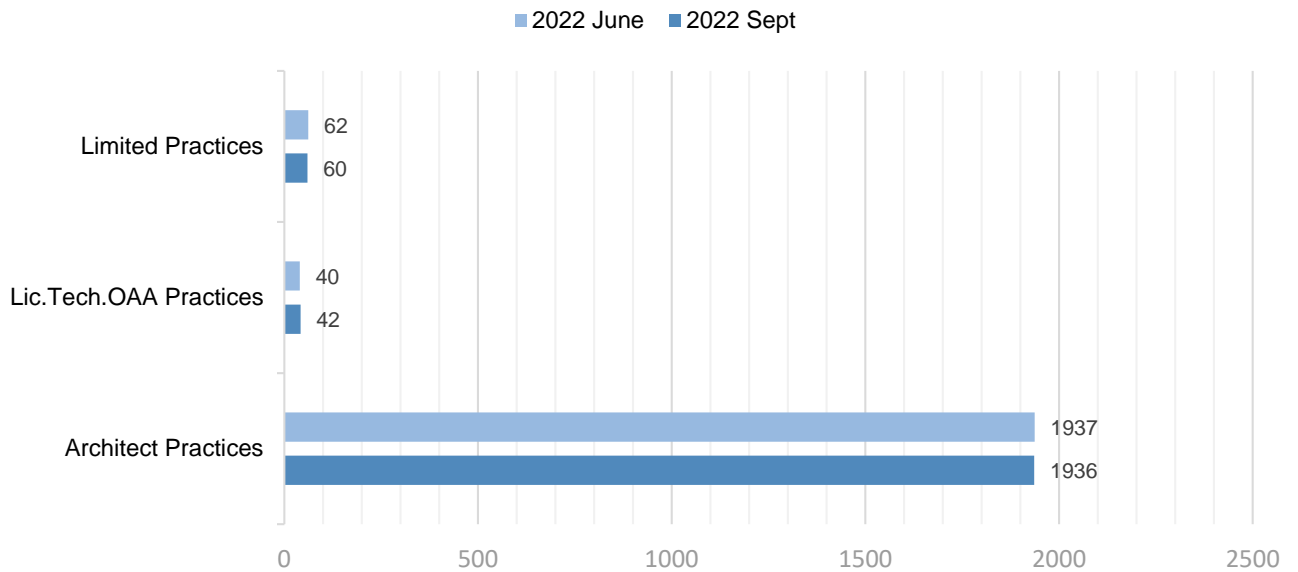


- Architect Corporation: 1203
- Architect Sole Proprietor: 672
- Architect Partnership of Corp: 9
- Architect Partnership of Members: 8
- Architect Partnership: 44
- Lic.Tech.OAA Corporation: 22
- Lic.Tech.OAA Sole Proprietor: 20
- Limited Practice: 57

Practice Application Approval Distribution period June 9 – Sept 7, 2022



Growth in Certificate of Practice period June 9 – Sept 7, 2022



Memorandum

FOR COUNCIL MEETING

September 22, 2022

(open)

ITEM: 6.5.b

To: Council

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

From: Farida Abu-Bakare, Chair, Interns Committee

Date: August 31, 2022

Subject: Interns Committee Update

Objective: To Update Council on the Interns Committee Activities

The Interns Committee will be hosting the virtual 2022 Meet the OAA event in collaboration with the TSA, CACB and CASA on October 13, 2022 from 6:00 pm to 7:30 pm.

The event will cover topics on the paths to licensure (i.e. IAP, the architectural technology program, etc.), how to join the OAA, involvement on OAA Committees, local societies, BEAT, BAIDA, architecture conservancies, etc. Other topics include CACB process, RAIC Syllabus, OAA Technology program, TSA membership, Interns Committee initiatives, etc.

Guest speakers include Susan Speigel (OAA President), Christie Mills (OAA Registrar), Farida Abu Bakare (Interns Committee Chair), Pearl Chan (Intern Representative on Council), Joel Leon (Programming Director, TSA), Charlene Pineda (Director, Programs and Operations CACB), Dana Seguin (Licensed Technologist OAA) and other Interns Committee members.

On another note, the searchable Mentorship database on the OAA website is under development. The Communications department and Enginess (website development consultant) are working on its development. More information will be included in the Communication report.

Action: For information only.

Attachments: None

Memorandum

To: Council

Susan Speigel	Farida Abu-Bakare
J. William Birdsell	Yan Ming (Pearl) Chan
Kimberly Fawcett-Smith	Paul Hastings
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Marek Zawadzki	

FOR COUNCIL MEETING
September 22, 2022
(open)
ITEM: 6.6.a

From: Ted Wilson, Vice President Practice

Date: September 12, 2022

Subject: Report from Vice President Practice

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

Activities Report – Vice President Practice (since August 11, 2022)

- Practice Resource Committee: September 1, 2022
- PACT Meeting: September 12, 2022
- Executive Committee Meeting: September 7, 2022
- Society Visit-Northumberland-Durham, London: September 14, 2022
- Education Committee: August 16, 2022
- Governance Committee: August 30, 2022

Activities Report – COVID-19 Webpage:

The OAA continues to monitor the situation and refresh the content on the COVID-19 webpage as the situation evolves. Proposed updates to the webpage content have been made with a view to correctly reflecting the prevailing conditions and service level requirements of the profession. Included in these updates are the retiring of material no longer relevant to current operations.

Activities Report – Practice Advisory Services (Key Items)

OAA Hotline: PAS received about 891 calls between January 1, 2022 and September 1, 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, PAS has received 17 full RFP's, of which 13 were reviewed. At the time of this memo, no RFP Alerts have been issued for the period. The number of requests for full RFP reviews has increased since mid-August. 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 continues to receive a number of requests to review specific clauses rather than full RFPs.

In three recent instances, PAS staff have engaged in discussions with the clients (1 municipality, 1 institutional, 1 non-profit in healthcare setting) related to contravention of the regulations. Of note, 6 members brought concerns to PAS' attention regarding the institutional offer, while another 4 members raised issues on the municipal RFP. This is significant because most RFPs are brought to PAS's attention by only 1 or sometimes 2 members.

Update to OAA Contracts: OAA 800-2021 and 900-2021 contracts are being converted to fillable form PDFs. Minor updates have been made to the OAA 600-2021 contracts, along with the related schedules and appendices, changes include grammatical and layout edits along with improvements to the functionality of the lock button for increased security prior to signing. These updates will be replicated across the suite of OAA 800 and OAA 900 contracts inclusive of new landing pages containing quick start instructions, guides and FAQs.

As part of the incremental rollout, PAS continues to work with the Communications team to implement updates and refinements on the content to the recently launched [Contracts for Professional Services](#) tab. PAS is working closely with ConEd and legal teams to roll out a series of webinars on the updated contracts. The confirmed webinar schedule and topics have been posted to the [ConEd webpage](#).

CSA Subscription – Update: Aside from regularly scheduled email updates and notifications to members, a CSA focused series of articles is being published in the bi-weekly [OAA News e-newsletter](#). The series seeks to highlight topical themes and related CSA standards while continuing to promote member registration in the [CSA Standards Access Program](#). The following are the topics published to date in this series:

- July 12th: [Encapsulated Mass Timber Buildings Permitted up to 12 Storeys](#)
- August 12th: [Durability: A key consideration in building design](#)
- August 25th: [Parking Structures: Are You Up to Date on Standards?](#)
- September 8th: [Accessible Design for buildings and other facilities](#)

Other Projects and Initiatives under the Practice Portfolio

Practice Advisory e-newsletter – Issue 19: The latest e-newsletter was issued on July 22, 2022. The issue includes the third installment in the series highlighting existing OAA resources and common themes arising from the Hotline. This time around, the focus was part 1 of a 2 part publication on themes within construction contract administration. Additionally, there was an article reminding members that the CCDC 2-2008 was withdrawn, and that a new edition of CCDC 24 A Guide to Model Forms and Support Documents was released. Other topics included supply chain issues related to concrete, new FAQs, CAGCB's latest Zero Carbon Design Standard, a reminder that OBC changes to Modular and Mass Timber construction have taken effect, and how to propose building code changes during the harmonization process.

EABO Working Group – Required Occupancy Documents: Over the summer, PAS worked with EABO's "Consistent Forms & Approaches Working Group" on a proposed new template "*Required Occupancy Documents*" (working title). While many municipalities provide documentation about the requirements for the final building inspections themselves, few if any provide many requirements or checklists on the documentation that is expected or required for closeout and occupancy (or only mention a few items). Acceptance of the PAS's suggestions by the working group significantly helped in the development of a checklist that would assist in identifying project specific information in advance, and within the occupancy project schedule. In August, feedback on the form was sought from the Practice Resource Committee (PRC), which was shared with the Working Group. Refer to the Executive Director's memo.

RAIC and Update to CCDC 16: On July 25th, the RAIC Practice Support Committee met with Regulatory Organisations of Architecture in Canada (ROAC) members. The purpose of the meeting was to determine a final position (by consensus) with respect to the revised and resubmitted text of Section 5.5 Cumulative Impact Cost Claims. The RAIC was in the process of preparing a final response to the latest draft version of CCDC 16 - A Guide to Changes in the Contract, and specifically the proposed text of Section 5.5 Cumulative Impact Cost Claims. The RAIC declined the opportunity to endorse the draft version of CCDC 16 at the Sunday, March 27, 2022 meeting of the CCDC solely on the provisions of Section 5.5 Cumulative Impact Cost Claims. The CCDC has subsequently revised and resubmitted the text of Section 5.5 Cumulative Impact Cost Claims for reconsideration. Without RAIC endorsement, the latest draft version of CCDC 16 will not become a CCDC Document.

Website Content Update: PAS continues to work with the Communications team to make timely updates to the library of Practice documents and web content, and to make the documents inclusive of Licensed Technologists OAA. Over the course of the next few months, other documents will be updated with minor revisions and clarifications.

Committee Updates

Practice Resource Committee (PRC): Following the review by, and on the recommendation of the PRC, legal review was sought on the drafts of both the *OAA Standard Certificate of Payment Distribution by Architect* and the *OAA Standard Form for Extra Services or Contract Change* forms.

At its September meeting, PRC also provided feedback on the draft EABO Working Group – Required Occupancy Documents. See above for details.

Subsequent to Council's endorsement of the updated OAA 800 and OAA 900 contracts in June, PRC members have provided continuous feedback and comments for improvements in finalising the testing of the fillable form PDFs of the remainder of the contract suite.

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

Attachments: None.

ITEM 6.7.a

To be Distributed

Memorandum

FOR COUNCIL MEETING

September 22, 2022

(open)

ITEM: 7.2

To: Council

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

From: Ellen Savitsky, Manager, Education and Development

Date: August 24, 2022

Subject: OAA SCS Annual Report 2022

Objective: To keep Council apprised of the online Admission Course Enrolment Data and Revenue for 2021/2022 Academic Year

In 2016, The Ontario Association of Architects (OAA) and the University of Toronto, School of Continuing Studies (SCS), established a partnership to address the learning needs of intern architects, with the development and implementation of an online Admission Course.

In 2020, OAA and SCS reviewed and subsequently renewed their partnership agreement for a five-year period starting May 1, 2021, to April 30, 2026.

The purpose of the OAA Admission Course is to ensure interns acquire knowledge and develop skills to prepare them to enter the profession. Objectives for this partnership include supporting interns through a learning community online and more in-depth coverage of course content through an interactive and engaging online experience. The main goal is to provide interns with flexibility and choice to complete the Admission Course.

Starting 2017, the OAA has offered the Admission Course in three formats totaling five sessions per year:

- Online Admission Course (Fall, Winter, and Spring Semesters);
- Admission Course at the OAA Conference (set of selected modules);

- In-House Admission Course (in-person classes over 4 weekends offered at the OAA HQ)

However, during the COVID-19 pandemic, OAA offered only the online Admission Course which kept the process of licensure moving for interns through this challenging period.

In 2021/2022 academic year, the Online Admission Course was offered three times, and enrolments for this reporting period totalled 228. For comparison purposes, this was a difference of six from the 234 total from the previous year, essentially consistent registration year over year.

Attached is a report from the University of Toronto, SCS providing a detailed overview of this partnership, enrollment data and revenue for the reporting period.

Action: **For information**

Attachments: OAA SCS Annual Report 2022



UNIVERSITY OF TORONTO
SCHOOL OF CONTINUING STUDIES

ONTARIO ASSOCIATION of ARCHITECTS
IN PARTNERSHIP WITH THE
UNIVERSITY OF TORONTO SCHOOL OF CONTINUING STUDIES

Annual Report - 2022

1. Introduction

In 2016, The Ontario Association of Architects (OAA) and the University of Toronto School of Continuing Studies (SCS), a globally recognized leader in continuing education and online learning, established a partnership to address the learning needs of intern architects, with the development and implementation of a dynamic and engaging online Admission Course.

With a foundation of shared values and a commitment to excellence, the goal of this partnership was to re-imagine the OAA's Admission Course and provide a fresh approach to course content. The purpose of the OAA Admission Course is to ensure interns acquire knowledge and develop skills to prepare them to enter the profession. Objectives for this partnership include supporting interns through a learning community online and more in-depth coverage of course content through an interactive and engaging online experience. The OAA's talented team of developers worked closely with the SCS team to achieve these objectives.

An OAA goal was to provide interns with flexibility and choice to complete the Admission Course and the online course has helped make that happen. In fact, OAA has offered the Admission Course in three formats, a traditional in-class course and selected course Modules offered at the Conference, rounding out the available options to accommodate different needs. However, during the COVID-19 pandemic, OAA offered only the online Admission Course which kept the process of licensure moving for interns through this challenging period and postponed its in-person 'Admission Course: In-House Version in Toronto' until further notice.

In 2020, OAA and SCS reviewed and subsequently renewed their partnership agreement for a five-year period starting May 1, 2021, to April 30, 2026. The new agreement articulates the roles and responsibilities of partners and of instructors and confirms the continued delivery and update of the OAA Admission Course and the eight self-study courses based on the Admission Course. An addition to the partnership is the development, launch, and delivery of a new OAA owned online course, the 'Fundamentals of Running an Architectural Practice' (FRAP Course) designed to OAA's requirements. Regarding FRAP course costs, OAA paid SCS \$25,000 for course development with SCS contributing \$25,000 in matching funds to cover the cost of SCS staff.

The overall financial aspects of the agreement remain essentially the same. However, the original OAA-SCS agreement did not include applicable SCS discounts (i.e., alumni and Comparative Education Services (CES) discounts) and these discounts were identified and accepted. The current agreement is explicit that discounts are not applicable to OAA courses, and this information is available prior to course registration on the SCS website. As well, the annual course renewal process and fees have been outlined such that SCS will not charge for minor course updates and course changes and redevelopment beyond this threshold will be subject to SCS fees with prior approval in writing from OAA.

This report shares the highlights of activity for the partnership under the current agreement for the reporting period of July 1, 2021, to June 30, 2022.

2. Best Practices in Adult Education

SCS is strongly committed to equity, diversity, and inclusion. We have an unwavering commitment to these principles in the pursuit of excellence in our academic mission, and they are at the forefront of our course development process. SCS approaches course development with learners at the centre. By distilling the required competencies and learning outcomes required by the profession and associated with the Admission Course, SCS worked with the OAA and subject matter experts to develop an effective online course to acquire the requisite knowledge and skills.

At the core of the Admission Course is design excellence. Adult learners bring a diversity of needs as they engage to learn. The development team addressed the course goals with best practices in adult education, and addressed the four main learning modalities, noted below, building variety and innovation into the learning experience.

- Visual Learning. There is extensive use of images and diagrams embedded in the course to exemplify and reinforce key points.
- Auditory Learning. Hearing the voice recordings of the guest speakers/subject matter experts, consistently through each module, creates strong connections with the material, and the perspective addressed by the experts.
- Reading/Writing Learning. The learning context for each Module provides more explanation about the content, giving learners carefully selected materials to read and learn.
- Kinesthetic (Physical) Learning. This type of learning is through physical action, whether it is making something or applying something in a 'hands-on' way. An example of this type of learning is the building code case, where interns apply what they have learned to a practical example.

Having the instructors available throughout the course and OAA guest speakers/subject matter experts participating in regularly scheduled webinars (recorded for subsequent review) gives interns access to OAA experts to have their questions answered.

Practice quiz questions, approximately eight to twelve, are other application-based learning supports throughout each Module. These quizzes assist interns as they interact with the content and focus on the most important aspects, applying what they have learned throughout the Admission Course.

The 'Confidence Quizzes' at the conclusion of each Module reinforce the material and learner mastery. The successful completion of these quizzes ensures intern engagement, providing confirmation to OAA that learners have completed each Module and finished the Admission Course.

3. The Benefits of Online Learning

The benefits of online learning are numerous. A key benefit is accessibility and the convenience it provides learners as well as instructors and guest speakers/subject matter experts. The format is not only flexible, but learning can be accessed anytime, anywhere without the constraints of time or place. In fact, interns from across the province, or other jurisdictions, can take the online Admission Course as an alternative to the in person and conference-based options OAA has also provided in the recent past, while managing their professional responsibilities.

Designed to provide a flexible learning experience for multiple OAA constituents, the OAA Admission Course is offered in two formats – instructor-led online (for interns) and self-study online (for architects). The instructor-led online course provides access to interactive content, videos, and quizzes as well as subject matter experts and instructors. Learners in the instructor-led online course are encouraged to attend weekly synchronous guest speaker webinars that are recorded for subsequent review in the event learners cannot attend.

The self-study online format is a self-paced experience developed for architect learners, which leverages the same interactive content, videos, and quizzes as the instructor-led online course. Learners in the self-study online course gain access to the content for a three-month period, during which they can move through the content at their own pace, completing the course when their schedule allows.

The new FRAP Course takes a multimodal approach to stimulate learning and engagement with a blend of self-directed reading and learning activities, adaptive quizzes, and interactive webinars led by subject matter and industry experts.

As a part of SCS's ongoing commitment to program quality and excellence, instructor and learner feedback is collected and reviewed on a regular basis. Prior to the launch of the instructor-led Admission Course, OAA and SCS conducted a course pilot where OAA members participated in the Admission Course and provided real-time feedback, resulting in course updates. The course has been actively running since 2017, and conversations with instructors, learner feedback from course evaluations, and comments from OAA subject matter experts serve to inform regular updates to keep the course experience and material timely and relevant.

The following comments were gathered from the Admission Course evaluations and are characteristic of the overall learner feedback.

When describing the most positive aspects of the course, learners commented that the instructors, guest speakers, the structure, the content, and quizzes were highlights. Here are a few of their comments:

Instructors

- “Amazing teachers, extremely well organized.”
- “They were very responsive when you sent in a question & organized in delivering the course.”

Guest speakers

- “The guest speakers were exceptional and shared useful, real-world experiences to supplement technical/theory knowledge base.”
- “The experts invited each week had vast experience and knowledge on the subjects.”

Structure

- “I cannot believe how well oriented the course structure was in addressing learning objectives.”
- “I also liked how despite the course covering content which is not always black and white, it was structured in a grasp able way to see the extent of concepts covered in practice.”

Content

- “The course content truly helped solidify my understanding of my responsibilities if I were to become a licensed architect.”
- “I decided to do this course before starting my internship program, and now that I've got my first internship, I see how this course has been beneficial and made me more prepared.”
- “I was able to understand better the meaning behind what we do in the office. That to say, all aspects in terms of practice, obligations, administration of a project...etc. are now clearer to me.”

Quizzes

- “The questions helped me learn the content as well and were very practical, so it would be very helpful to keep them for future reference when I need them in my professional life.”

When describing areas for improvement for the course, learners requested lengthening the webinars, adding more guest speakers, adding more real-world case studies, and increasing access to content.

SCS and OAA work together on an annual basis to update both the instructor-led online and self-study online course content. The above comments will be reviewed and assessed as part of this process.

4. Relevant Data and Financial Results for 2022

As part of our partnership, OAA paid SCS \$67,500 to design and develop the online OAA Admission Course and assume all aspects of the course management and administration. Gross tuition revenues collected are directly attributed to the following costs managed by SCS: instructor compensation, enrolment and learner services, instructor, and program services, learning innovation and course design (maintenance and development), university-wide contributions, marketing, and communications (variable) and administrative overhead (instructor recruitment, support, course coordination, and academic oversight). Net revenues are re-invested in SCS programming and operational support.

The enrolment and revenue for the OAA Admission Course, and the Self-Study Courses for this reporting period, are outlined in Appendix A respectively, with highlights mentioned below. With adult learners, ebbs and flows in registration are to be expected, and some minor variation from the previous report is evident this year.

The list of instructors and guest speakers in the OAA Admission Course is in Appendix B. The FRAP course will be launched in the Fall 2022 term and results and revenue for that course will be reported in the next Annual Report.

Admission Course Enrolment Data

The OAA Online Admission Course was offered three times, and enrolments for this reporting period totalled 228. For comparison purposes, this was a difference of six from the 234 total from the previous year, essentially consistent registration year over year.

Self-study Courses Enrolment Data

To serve the continuing education needs of architects, eight self-study courses, drawn from the OAA Admission Course, were launched in the Winter 2020 term. These courses have ongoing enrolment, meaning learners can enroll and begin at any time during the registration period. They cover the material at their own pace (over a three-month period) and successfully complete a quiz to finish the course.

Self-Study enrolments for this reporting period totalled 160. For comparison purposes, this is a difference of 35 from the 195 enrolments reported in 2021, an 18% decline in registration.

Gross Revenue and 10% Revenue Share Summary

The total Gross Tuition Revenue for the 2022 reporting period is \$96,000. For comparison purposes, this is down \$12,125 from the \$108,125 total from the previous year. The breakdown and the 10% revenue share for OAA follows:

- *Admission Course \$78,400, excluding HST*
- *Self-Study Courses \$17,600, excluding HST*
- ***Grand Total = \$96,000, excluding HST***
- ***OAA's 10% share is \$9,600, excluding HST.***

For comparison purposes, the OAA total revenue share for the previous reporting period was \$10,812.50, excluding HST, a difference of \$1,212.50.

5. Looking Ahead

Looking ahead, SCS and OAA will continue to work together and follow the agreed upon annual course renewal process and timetable as outlined in our agreement, sustainable for both parties.

The online OAA Admission Course is scheduled in upcoming terms with the exact dates on the SCS website (learn.utoronto.ca) and enrolment is open. OAA and SCS will continue to coordinate the timing of Admission Course offerings across OAA's varied formats (post-pandemic) to reduce competition and optimize enrolments. The Self-Study courses will continue to be offered each term (Spring/Summer, Fall and Winter.)

- Fall 2022 Term (September 1 to December 31) – one section
- Winter 2023 Term (January 1 to April 30) – two sections.

Developing and maintaining a robust team of OAA-approved instructors, with experience instructing the Admission Course, is an important part of ensuring we have a seamless operation every term. Being proactive, we are working with

OAA to identify and orient additional qualified instructors to expand the instructional talent pool. Working together, we will deepen the bench strength of this team and continue to build a roster of people with the requisite skills needed to be an OAA Admission Course instructor: a combination of architectural expertise, teaching ability, excellent communication skills, and technical competence. Expanding the OAA approved guest speaker/subject matter expert roster will also ensure the availability of this expertise for the Admission Course.

Building on our mutual success to date, SCS is excited about the launch of the comprehensive online instructor led FRAP course. This course undertakes a new area of focus, serves the continuing education needs of architects, and supports practice excellence. This 10-Module online format will complement the single purchase webinars on this topic OAA also provides. As new opportunities arise, SCS would welcome working with OAA on future projects.

In our work together the OAA and SCS achieved what we set out to do, leveraging our shared commitment to excellence and innovation in the creation of an engaging online Admission Course for Interns. Drawing on the Admission Course we launched eight Self-Study Courses to serve the continuing education needs of architects, and we will launch the new online FRAP course for architects in the coming months. By collaborating, we continue to combine the OAA's vision and SCS's expertise in the design and delivery of engaging, rigorous, and accessible educational experiences. We look forward to continuing this fruitful collaboration by working together to continually improve the learning experience, broadening our instructor pool, and welcoming new learners online.

Appendix A

Admission Course and Self-Study Courses - Total Enrolments and Revenue for Reporting Period

University of Toronto School of Continuing Studies							
OAA-SCS Annual Report 2022 - Reporting Period May 1, 2021 to April 30 2022							
Enrolment and Revenue Summary: By Course Section							
APPENDIX A							
OAA Admission Course							
	<u>Course Section</u>	<u>Enrollments</u>	<u>Course Title</u>	<u>Start Date</u>	<u>Revenue Amount</u>	<u>Tuition Fee/Detail</u>	<u>Notes *</u>
	3435-014	93	Ontario Association of Architects (OAA) Admission Course	04/Oct/2021	\$ 31,150.00	89 @ \$350, 4 @ \$0	
	3435-015	66	Ontario Association of Architects (OAA) Admission Course	10/Jan/2022	\$ 23,100.00	66 @ \$350	
	3435-016	69	Ontario Association of Architects (OAA) Admission Course	04/Apr/2022	\$ 24,150.00	69 @ \$350	
	3435 Total	228			\$ 78,400.00		
Self-Study Courses							
	3721-005	11	Construction Contract Administration and General Review	01/May/2021	\$ 1,100.00	11 @ \$100	
	3721-006	13	Construction Contract Administration and General Review	01/Sep/2021	\$ 1,300.00	13 @ \$100	
	3721-007	21	Construction Contract Administration and General Review	01/Jan/2022	\$ 2,100.00	21 @ \$100	
	3721 Total	45			\$ 4,500.00		
	3724-005	4	Construction Act	01/May/2021	\$ 400.00	4 @ \$100	
	3724-006	8	Construction Act	01/Sep/2021	\$ 800.00	8 @ \$100	
	3724-007	8	Construction Act	01/Jan/2022	\$ 800.00	8 @ \$100	
	3724 Total	20			\$ 2,000.00		
	3725-005	9	Ontario Building Code Act and Building Permit Application Process	01/May/2021	\$ 900.00	9 @ \$100	
	3725-006	12	Ontario Building Code Act and Building Permit Application Process	01/Sep/2021	\$ 1,200.00	12 @ \$100	
	3725-007	12	Ontario Building Code Act and Building Permit Application Process	01/Jan/2022	\$ 1,200.00	12 @ \$100	
	3725 Total	33			\$ 3,300.00		
	3726-005	1	Bid Theory and Bid Practice	01/May/2021	\$ 100.00	1 @ \$100	
	3726-006	1	Bid Theory and Bid Practice	01/Sep/2021	\$ 100.00	1 @ \$100	
	3726-007	5	Bid Theory and Bid Practice	01/Jan/2022	\$ 500.00	5 @ \$100	
	3726 Total	7			\$ 700.00		
	3727-005	7	Planning and Development Approvals	01/May/2021	\$ 700.00	7 @ \$100	
	3727-006	8	Planning and Development Approvals	01/Sep/2021	\$ 800.00	8 @ \$100	
	3727-007	12	Planning and Development Approvals	01/Jan/2022	\$ 1,200.00	12 @ \$100	
	3727 Total	27			\$ 2,700.00		
	3728-005	1	Ontario Building Code Compliance Data: Concepts and Code Analysis	01/May/2021	\$ 200.00	1 @ \$200	
	3728-006	7	Ontario Building Code Compliance Data: Concepts and Code Analysis	01/Sep/2021	\$ 1,400.00	7 @ \$200	
	3728-007	8	Ontario Building Code Compliance Data: Concepts and Code Analysis	01/Jan/2022	\$ 1,600.00	8 @ \$200	
	3728 Total	16			\$ 3,200.00		
	3729-007	4	Legal Aspects: Professional Liability & Architects' Contracts	01/Jan/2022	\$ 400.00	4 @ \$100	
	3729 Total	4			\$ 400.00		
	3734-006	6	Professional Responsibility, Ethics, and Membership in a Self-Regulating Body	01/Sep/2021	\$ 600.00	6 @ \$100	
	3734-007	2	Professional Responsibility, Ethics, and Membership in a Self-Regulating Body	01/Jan/2022	\$ 200.00	2 @ \$100	
	3734 Total	8			\$ 800.00		
	Enrolment Total	160		Revenue Total	\$ 17,600.00		
	Grand Total	388		Grand Total	\$ 96,000.00		
				Revenue share to OAA 10% - \$9,600			
Notes *							
4 learners received OAA/SCS 'no cost' approval for the course as only a module or two were needed to complete the Admission Course							
With several of these requests, SCS will propose a way to recoup some level of cost for these enrolments in 2022-2023.							

Appendix B

List of Instructors

Allen Humphries, B.Arch, Architect (Retired)
Ivan Martinovic, OAA, FRAIC
Fan Zhang, M.Arch, B.Eng

List of Guest Speakers

Christie Mills
Glenn Ackerley
Martin Rendl
Mike Seiling
Deborah Farrow
James Farrow
Michael Swartz
Allen Humphries
Charles Simco