



Ontario Association
of Architects

VISION

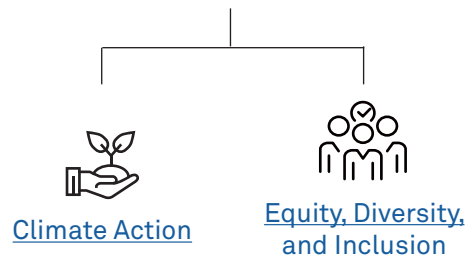
An Ontario in which architects are valued contributors to society, by creating a safe and healthy built environment that performs at the highest levels and elevates the human spirit.

MANDATE

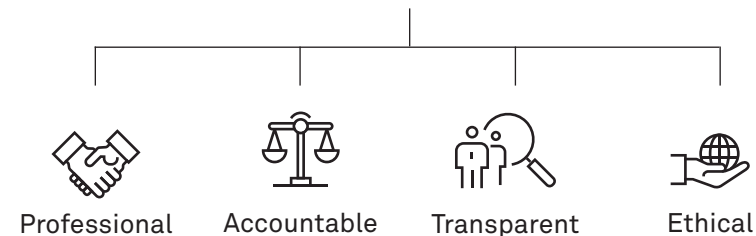
To regulate and govern the practice of architecture in Ontario in the service and protection of the public interest in accordance with the *Architects Act*, its Regulations, and Bylaws; to develop and uphold standards of skill, knowledge, qualification, practice, and professional ethics among architects; 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 December 1, 2023 at approx. 11:00 a.m.

Meeting # 290

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 September 21, 2023 Open Council Meeting (*see attached*)
- 2 mins **3.0 BUSINESS ARISING FROM THE MINUTES**
- 4.0 ITEMS FOR REVIEW AND APPROVAL**
- 15 mins 4.1 Report from OAA Building Committee re. OAA Landscape Design Competition (*see attached*) OAA Building Committee
It was moved by Yeung and seconded by McKendrick that Council approve a one-stage design competition to address the much needed repair and revitalization of the Headquarters site and landscape, in accordance with the principles and criteria approval of the original landscape design competition brief which was approved by Council in Fall 2022; and, that
1. The budget for the competition itself be established at \$108,000 and included in the 2024 Operating Budget;
2. The budget for the design & construction project, including soft costs be established at \$2M, to be addressed over two fiscal periods and in accordance with a financial plan set forth by the Finance & Audit Committee and approved by Council;
3. Architect Joe Lobko be retained to fulfil the role of Professional Advisor for the Competition process and related tasks;
4. The Building Committee be directed to work with Senior Management to oversee this project and report back to Council for information and policy direction as appropriate on a regular basis
- 2 mins 4.2 OAA Draft 2024 Operating and Capital Budget (*oral*) Finance & Audit Committee
It was moved by Wilson and seconded by McKendrick that Council approve the 2024 draft operating and capital budgets as presented on December 1, 2023.
It was moved by Wilson and seconded by Butticci that Council direct that any 2023 year end surplus be allocated to the OAA restricted reserve, in proportionate amounts to be agreed to between Senior Vice President & Treasurer and OAA Management staff
- 5 mins 4.3 Reserve Fund Allocation Plan & Finance Options for Proposed Landscape Design Competition (*oral*) Finance & Audit Committee
It was moved by Wilson and seconded by McKendrick that Council approve the proposed 3-year plan to build the OAA's Capital and Operating reserves (2024 – 2026) as recommended by the Finance & Audit Committee
- 5 mins 4.4 Amendments to OAA Bylaws, Schedule A (*see attached*) Executive Director
It was moved by... and seconded by... that Schedule A to the OAA Bylaws be approved as circulated reflecting an increase in fees of 4.0% for 2024

10 mins

- 4.5 Annual OAA Demographic Survey Recommendations (see attached)
It was moved by Wilson and seconded by Longlade that Council approve the recommendation of the Governance Committee to adjust the frequency of the OAA's membership demographic survey to a bi-annual basis following the January 2024 administration of the survey, resulting in the next survey to be issued to the membership in January 2026.

Governance
Committee

5 mins

- 4.6 Appointments to Statutory Committees
- 4.6.a Complaints Committee (oral)
It was moved by ... and seconded by ... that Ishan Patel be appointed to the Complaints Committee for a three-year term beginning January 1, 2024.
- It was moved by ... and seconded by... that Vanessa Fong, Swapan Jeet Kaur, Anna Richter, and Toon Dreessen, be reappointed to three-year terms, beginning January 1, 2024.***
- It was moved by ... and seconded by... that Toon Dreessen be reappointed to a one-year term as Chair beginning January 1, 2024.***
- 4.6.b Discipline Committee (oral)
It was moved by Birdsell and seconded by...to approve the appointment of Juris Valdis Zvidris and the reappointment of James Alfred Hargreaves to the Discipline Committee for a three-year term effective January 1, 2024
- 4.6.c Experience Requirements Committee (oral)
It was moved by and seconded by...to approve the appointment of Supreet Barhay, Orietta Quijada and Jesse Dormody, and reappointment of Lorne Rose and Izabela Kazanczuk to the Experience Requirements Committee for a three-year term
- 4.6.d Registration Committee (oral)
It was moved by Wilson and seconded by...to approve the appointment of Julius Laszlo Horvath to the Registration Committee for a three-year term effective January 1, 2024

Registrar

5mins

- 4.7 Appointments to Standing Committees
- 4.7.a Communications and Public Education Committee (oral)
It was moved by Karney and seconded by ... that Council approve the appointment of Mariella Amodio, Architect to the Communications and Public Education Committee for a 3-year term, effective January 1, 2024
- 4.7.b Finance and Audit Committee (oral)
It was moved by and seconded by that John Stephenson be reappointed to the Finance & Audit Committee for a two-year term effective December 1, 2023
- 4.7.c Policy Advisory Coordination Team (PACT) (oral)
It was moved by Speigel and seconded by... that Cory Stechyshyn and Ibrahim El-Hajj be appointed to PACT for a three-year term beginning January 1, 2024.
- It was moved by Speigel and seconded by... that James Eduful be appointed to PACT for a one-year term beginning January 1, 2024***
- 4.7.d Practice Resource Committee (PRC) (oral)
It was moved by... and seconded by...that Council approve the re-appointment of Nevil Wood for a second 3-year term and the appointment of Changhong Sun for a 3-year term to the Practice Resource Committee effective January 1, 2024

2 mins	4.8	<p>Appointments to Interns Committee (<i>oral</i>)</p> <p><i>It was moved by.....and seconded by that Council appoint the following individuals to the Interns Committee effective January 1, 2024:</i></p> <ul style="list-style-type: none">• <i>Ida Badre, Architect</i>• <i>Mostafa Kotby, Architect</i>• <i>Ishan Patel, Architect</i>• <i>Ran Li, Intern Architect</i>• <i>Kamran Hemani, Student Associate</i>• <i>Mohammed Alam, Student Associate</i> <p><i>It was moved by .. and seconded by ... that Council appoint the following School Representatives to the Interns Committee effective January 1, 2024:</i></p> <ul style="list-style-type: none">• <i>Anne Bordeleau (Carleton University)</i>• <i>Lisa Landrum (Toronto Metropolitan University)</i>• <i>Francesco Martire (University of Toronto)</i>• <i>Maya Przybylsky (University of Waterloo)</i>	Sr. Vice President & Treasurer e																								
3 mins	4.9	<p>Election of Life Members (<i>see attached</i>)</p> <p><i>It was moved by... and seconded by... that the following architects be appointed Life Members:</i></p> <table><tr><td><i>Leslie Andrew</i></td><td><i>Frank DeCiantis</i></td><td><i>James B.A. McDonald</i></td></tr><tr><td><i>Charles H. Barrett</i></td><td><i>Robert J. Gallant</i></td><td><i>Gregory M. McLean</i></td></tr><tr><td><i>Bruno Bortolotti</i></td><td><i>Girish Ghatalia</i></td><td><i>David G. Mitchell</i></td></tr><tr><td><i>Myron E. Boyko</i></td><td><i>Norman E. Grey-Noble</i></td><td><i>J.C. Daniel Parent</i></td></tr><tr><td><i>Astra Burka</i></td><td><i>John Hackett</i></td><td><i>Naeem U.H. Qureshi</i></td></tr><tr><td><i>Donald Kent Coleman</i></td><td><i>Brian Hierlihy</i></td><td><i>Nicholas Varias</i></td></tr><tr><td><i>David D. Craddock</i></td><td><i>Ernest H. Hodgson</i></td><td><i>Wayne Wagner</i></td></tr><tr><td><i>Theodore Davidson</i></td><td><i>Brian J. Jewitt</i></td><td><i>James W. Woods</i></td></tr></table>	<i>Leslie Andrew</i>	<i>Frank DeCiantis</i>	<i>James B.A. McDonald</i>	<i>Charles H. Barrett</i>	<i>Robert J. Gallant</i>	<i>Gregory M. McLean</i>	<i>Bruno Bortolotti</i>	<i>Girish Ghatalia</i>	<i>David G. Mitchell</i>	<i>Myron E. Boyko</i>	<i>Norman E. Grey-Noble</i>	<i>J.C. Daniel Parent</i>	<i>Astra Burka</i>	<i>John Hackett</i>	<i>Naeem U.H. Qureshi</i>	<i>Donald Kent Coleman</i>	<i>Brian Hierlihy</i>	<i>Nicholas Varias</i>	<i>David D. Craddock</i>	<i>Ernest H. Hodgson</i>	<i>Wayne Wagner</i>	<i>Theodore Davidson</i>	<i>Brian J. Jewitt</i>	<i>James W. Woods</i>	Registrar
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3 mins	4.10	<p>Recognition of Member of Long Standing (<i>see attached</i>)</p> <p><i>It was moved by... and seconded by.... that the following architects be recognized as Long Standing Members:</i></p> <p><i>Peter E. Peltekoff</i> <i>Karl H. Stevens</i> <i>Alexander L. Temporale</i> <i>John R. Hix</i> <i>Paul W. Roth</i> <i>John B. Stark</i></p>	Registrar																								
3 mins	4.11	<p>Deputy Registrar – Signing Authority (<i>see attached</i>)</p> <p><i>It was moved by... and seconded by...that Deputy Registrar Claire Hepburn be granted signing authority to execute documents on behalf of the OAA for all matters related to the OAA’s Continuing Education Program</i></p>	Executive Director																								
7 mins	4.12	<p>Practice Tips – PT10.3 Construction Act – Prompt Payment & PT10.5 Construction Act – Interim Adjudication (<i>see attached</i>)</p> <p><i>It was moved by... and seconded by...that Council endorse the Practice Tips PT.10.3 and PT 10.5 as recommended by the Practice Resource Committee and presented to Council on December 1, 2023</i></p>	Vice President & Schuhmann																								
7 mins	4.13	<p>Amended Mentorship Guide (<i>see attached</i>)</p> <p><i>It was moved by.....and seconded by.....that Council approve the content updates to the Mentorship Guide</i></p>	Interns Committee																								

7 mins	4.14	Proposed Roster of Continuing Education for OAA Conference 2024 (<i>see attached</i>) <i>It was moved by Speigel and seconded by Krickhan that Council approve the proposed roster of Continuing Education for the OAA Conference 2024 as recommended by the Continuing Education Advisory Committee subject to minor changes based on speaker availability and budget</i>	Continuing Education Advisory Committee
5 mins	4.15	2024 Keynote Speaker (<i>see attached</i>) <i>It was moved by... and seconded by...Council to approve the Communications Committee's recommendation of Vishaan Chakrabarti as the Keynote Speaker for OAA Conference 2024</i>	Communications + Public Education Committee
10 mins	4.16	Public Outreach Plan and Communications & Public Education Committee (<i>see attached</i>) <i>It was moved by Karney and seconded by Mintz that Council approve the Public Outreach Plan proposed by the Communications and Public Education Committee; and, that staff be directed to propose tactics for consideration under the 2024 Work Plan, to be reviewed by the Committee in early 2024</i>	Communications + Public Education Committee
	5.0	ITEMS FOR DISCUSSION	
	6.0	REPORTS	
1 min	6.1	Report from the President – Activities for the months of September-December (<i>see attached</i>)	President
1 min	6.2	Report from the Executive Director (<i>see attached</i>)	Executive Director
1 min	6.3	Report from the Registrar (<i>see attached</i>)	Registrar
	6.4	Committee Reports	Committee Chairs
1 min	6.4.a	Governance & HR Committee – Update (<i>see attached</i>)	SVP & Treasurer
1 min	6.4.b	Practice Resource Committee (PRC) – Update (<i>see attached</i>)	VP Schuhmann
1 min	6.4.c	Policy Advisory Consultation Team (PACT) – Update (<i>see attached</i>)	Immediate Past President
1 min	6.4.d	Interns Committee Report (<i>see attached</i>)	
	7.0	ITEMS FOR INFORMATION	
Nil	7.1	Regulatory Organizations for Architecture in Canada (ROAC) Administrator and Board Meetings – October 19/20, 2023 (<i>see attached</i>)	
Nil	7.2	Canadian Architectural Certification Board (CACB) Semi-annual Report (<i>see attached</i>)	
	8.0	OTHER BUSINESS	
	9.0	DATE OF NEXT MEETING	
	9.1	The next regular meeting of Council is Thursday January 18, 2024 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.	
	10.0	ADJOURNMENT	

Ontario Association of Architects

Meeting #289 Open

MINUTES

September 21, 2023

The two hundred and eighty ninth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday September 21, 2023 at the OAA Headquarters, 111 Moatfield Drive, Toronto and virtually via Zoom.

Present:	Settimo Vilardi	President
	Ted Wilson	Senior Vice President and Treasurer
	Susan Spiegel	Immediate Past President
	Christina Karney	Vice President
	Kristiana Schuhmann	Vice President
	Loloa Alkasawat	Councillor
	J. William Birdsell	Councillor
	Jim Buttici	Lieutenant Governor in Council Appointee
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee (virtual)
	Natasha Krickhan	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee (virtual)
	Lara McKendrick	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Clayton Payer	Councillor (virtual)
	Greg Redden	Councillor (virtual)
	Thomas Yeung	Councillor
	Marek Zawadzki	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Erik Missio	Manager, Communications
	Tina Carfa	Executive Assistant, Executive Services

Regrets:	Farida Abu-Bakare	Councillor
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Guests:	Tanya Chute-Molina, Manager, Business & Operational Planning (Acting), Office of the Fairness Commissioner	
	Johnny Shaw, Policy Analyst Intern, Office of the Fairness Commissioner	

The President called the meeting to order at 1:20 p.m.

The President noted that Senior Vice President & Treasurer, Ted Wilson will be making a presentation as a land acknowledgement titled *Wigwam to Teaching Lodge* to share with Council as an acknowledgement and recognition of the indigenous land and its people.

The President welcomed staff, members, and others in attendance at the meeting.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

AGENDA APPROVAL

9622. The President reported that no new items would be added to the agenda.

It was moved by Karney and seconded by Schuhmann that the agenda for the September 21, 2023 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

9623. *Reference Material Reviewed:* Draft minutes of the June 20, 2023 Open Council meeting.

The draft minutes of the June 20, 2023 Open Council meeting were reviewed.

It was moved by Birdsell and seconded by Mintz that the minutes of the June 20, 2023 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9624. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9625. *Reference Materials Reviewed:* Draft 2024 Council Meeting Dates. **(APPENDIX 'A')**

Doyle noted that a revised schedule of meeting dates was shared with Council. The AGM has been moved forward one day to April 11, 2024 to accommodate a religious holiday. The Seasonal Celebration was noted to be held the evening of the December 6, 2024 Council meeting.

It was moved by Butticci and seconded by Wilson that the 2024 Council meeting dates be approved as amended.

-- CARRIED

9626. *Reference Materials Reviewed:* Memorandum from Communications Manager, Erik Missio dated September 8, 2023 re. Draft Conference Program and Schedule for 2024 and attached supporting documentation. **(APPENDIX 'B')**

Vice President Karney reported.

Missio noted that the Committee worked diligently to create the right balance of content and desire to bring everyone together in a social environment.

A member of Council expressed interest in the decision to incorporate a closing keynote speaker.

Missio noted that plenary feedback was lacking positivity on the topic of LTC and will now look how to integrate outside work with the OAA initiatives.

It was moved by Karney and seconded by Mintz that the draft program and schedule for the 2024 OAA Conference is approved, while recognizing elements may evolve as further planning takes place

-- CARRIED

9627. *Reference Materials Reviewed:* Memorandum from the Communications and Public Education Committee dated September 8, 2023 re. Conference Location for 2026 and attached supporting documentation. **(APPENDIX 'C')**

Vice President Karney reported that the Committee reviewed the criteria from the consultant and it was agreed that Waterloo was an appropriate location for the 2026 Conference.

A member of Council agreed on the appropriateness of the venue adding that it made the Conference more regional in nature.

Missio noted that it is in one hotel with easier access to events.

On a related note, it was suggested by a member of Council that the former Director of the University of Waterloo School of Architecture, Rick Haldenby be nominated for Honorary membership that year.

It was moved by Karney and seconded by Birdsell that, based on CPEC's recommendation, Waterloo Region be selected as the location for the 2026 edition of the OAA Conference

-- CARRIED

9628. *Reference Materials Reviewed:* Memorandum from Registrar, Christie Mills dated September 12, 2023 re. Revisions to the Terms of Reference for the Complaints Committee and the Discipline Committee and attached supporting documentation. **(APPENDIX 'D')**

Mills reported.

It was moved by Alkasawat and seconded by McKendrick that Council approve the revisions to the Terms of Reference for the Complaints Committee and the Discipline Committee, as presented to Council on September 21, 2023.

-- CARRIED

9629. *Reference Materials Reviewed:* Memorandum from the Finance and Audit Committee dated September 21, 2023 re. Appointment of LGIC to Finance & Audit Committee. **(APPENDIX 'E')**

Doyle reported .

It was moved by Wilson and seconded by McKendrick that Jim Buttici be appointed to the Finance & Audit Committee effective September 21, 2023.

-- CARRIED (1 abstention)

ITEMS FOR DISCUSSION

9630. There were no items for discussion.

EXECUTIVE COMMITTEE REPORTS

9631. *Reference Material Reviewed:* President's Activities for the months of June-September. **(APPENDIX 'F')**

The report was noted for information.

9632. *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated September 21, 2023 re. Executive Director Report to Council. **(APPENDIX 'G')**

A member of Council expressed their appreciation for the progressive work on the Strategic Plan and the continuous follow up and ongoing reporting.

The report was noted for information.

9633. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills for the period June 5, 2023 to September 5, 2023 re. Office of the Registrar Statistical Report to Council. **(APPENDIX 'H')**

The report was noted for information.

9634. *Reference Material Reviewed:* Memorandum from Senior Vice President & Treasurer, Ted Wilson dated September 21, 2023 re. Unaudited Financial Statements for the Nine Months Ended August 31, 2023 and attached supporting documentation. **(APPENDIX 'I')**

The report was noted for information.

9635. *Reference Material Reviewed:* Memorandum from the Communications and Public Education Committee (CPEC) dated September 21, 2023 re. Updates from CPEC and attached background information. **(APPENDIX 'J')**

Vice President Karney noted that a significant amount of work went into the review plan.

The report was noted for information.

9636. *Reference Material Reviewed:* Memorandum from the Governance Committee dated August 28, 2023 re. Update from OAA Governance Committee and attached background information. **(APPENDIX 'K')**

The report was noted for information.

9637. *Reference Material Reviewed:* Memorandum from Vice President, Kristiana Schuhmann dated September 12, 2023 re. Practice Resource Committee (PRC) – Update. **(APPENDIX 'L')**

The report was noted for information.

9638. *Reference Material Reviewed:* Memorandum from Immediate Past President, Susan Speigel dated September 8, 2023 re. Update on the Policy Advisory Coordination Team's (PACT) work. **(APPENDIX 'M')**

It was noted by Trotta that, due to Reconciliation Day, the Queen's Park Picks event at the legislature d was shifted to virtual format. Scheduling of one on one MPP meetings are underway. A meeting will be scheduled with the Ministry of Municipal Affairs and Housing (MMAH) Minister's Parliamentary Assistant.

A member of Council requested some information where it was reported that the Attorney General would be providing remarks.

Trotta responded that this would have been the case if the event had been in person. The mention was to have been removed from the memo, however staff is continuing to seek ways for the Minister to acknowledge the event.

The report was noted for information.

9639. *Reference Material Reviewed:* Memorandum from the OAA Building Committee dated September 13, 2023 re. Building Committee Update. **(APPENDIX 'N')**

A member of Council reported that they are awaiting a response from the Building Committee regarding solutions to the President's Wall.

Doyle noted that the committee will be addressing it, however, it was delayed due to the landscape design competition and will provide an update at the December meeting.

The report was noted for information.

9640. *Reference Material Reviewed:* Memorandum from the Interns Committee Chair, Farida Abu-Bakare dated September 12, 2023 re. Interns Committee Update. **(APPENDIX 'O')**

The report was noted for information.

ITEMS FOR INFORMATION

9641. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated September 9, 2023 re. Debrief re. OAA Conference 2023, Sudbury, Ontario and attached background information. **(APPENDIX 'P')**

The report was noted for information.

9642. *Reference Material Reviewed:* Report from Annual Meeting of the Local Architectural Societies dated June 20, 2023. **(APPENDIX 'Q')**

The report was noted for information.

9643. *Reference Material Reviewed:* Memorandum from Immediate Past President, Susan Speigel and Councillor, Natasha Krickhan dated September 21, 2023 re. K – 12 Big Think Roundtable Session – Report and attached supporting documentation. **(APPENDIX 'R')**

A member of Council enquired as to whether there will be interlocking work to be carried forward with CPEC.

Councillor Krickhan responded that the report will be passed over to CPEC for its review.

The report was noted for information.

9644. *Reference Material Reviewed:* Memorandum from Manager, Human Resources, Kathy Armbrust dated September 14, 2023 re. EDI Roundtable Update. **(APPENDIX 'S')**

The report was noted for information.

9645. *Reference Material Reviewed:* Memorandum from Immediate Past President, Susan Speigel dated September 12, 2023 re. Quality in Canada's Built Environment QBE – a Social Sciences and Humanities Research Council (SSHRC) Research Partnership on Quality in Canada's Built Environment – Report and attached supporting documentation. **(APPENDIX 'T')**

The report was noted for information.

9646. *Reference Material Reviewed:* University of Toronto Annual Report from the School of Continuing Studies 2023. **(APPENDIX 'U')**

The report was noted for information.

9647. *Reference Material Reviewed:* Deisng Industry Advisory Committee (DIAC) Annual Update 2022. **(APPENDIX 'V')**

The report was noted for information.

OTHER BUSINESS

9648. There was no other business.

DATE OF NEXT MEETING

9649. The next regular meeting of Council is Friday December 1, 2023 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto.

ADJOURNMENT

9650. **It was moved by Karney and seconded by Butticci that the meeting be adjourned at 1:57 p.m.**

-- CARRIED UNANIMOUSLY

President

Date

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
Jim Butticci
Christina Karney
Michelle Longlade
Elaine Mintz
Greg Redden
Susan Spiegel
Thomas Yeung

Farida Abu-Bakare
J. William Birdsell
Kimberly Fawcett-Smith
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Lara McKendrick
Deo Paquette
Kristiana Schuhmann
William (Ted) Wilson
Marek Zawadzki

FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 4.1

From: Building Committee

Sheena Sharp, Chair
Thomas Yeung

Lara McKendrick

Date: November 10, 2023

Subject: OAA Headquarters Landscape Design Competition

Objective: To consider the recommendation of the Building Committee to move forward with the proposed design competition to address the renewal and revitalization of the OAA Headquarters landscape and site, including the budget proposed and financing as recommended by the Finance & Audit Committee.

Background

At the June meeting, Council considered a report that had been prepared by Architect Joe Lobko regarding the array of options and costs associated with a design competition to renew and revitalize the landscape and site at the OAA Headquarters.

As a quick reminder, Council approved a proposal last fall to conduct a two-stage design competition for the renewal and revitalization of the OAA landscape and site that would be developed and facilitated through the engagement of a Professional Advisor. An RFP was issued for this role in late 2022 and Architect Joe Lobko was engaged. Licensed members of the OAA and the OALA would be invited and eligible to participate in the design competition.

As a result of the professional advisor interview process, it became clear that a one-stage competition would be more appropriate given the size of the site, a few notable restrictions, as well as the anticipated size of the project budget. The original concept had been to hold a two-stage competition.

In advance of formalizing this recommendation to Council, a half-day workshop was conducted in the spring that was intended to:

- a) review the existing site conditions at the OAA HQ;
- b) imagine at least two scenarios for revitalization i.e. replace and repair or reimagine the ground plane; and,
- c) compile these ideas into sketches with a brief scope of work description to enable an initial cost estimation for the work involved.

At the June meeting, Council was presented with the Report from Joe Lobko which resulted from the above noted workshop. The Building Committee also provided its feedback regarding Lobko's Report and offered a modified budget and scope of work.

The materials from the June Council meeting are not included with this memo; however should Council wish to review that information in advance of the December 1 Council meeting, the information is available in the Council e-community portal.

At the June Council meeting, there had been a robust discussion in response to the above. Given the number of questions that arose, specifically related to the budget, scope of work and ultimately how the project would be financed, Council directed that a decision be deferred and that the Building Committee be asked to consider Council's feedback over the summer months. The Committee was to return to Council with a focussed and clear recommendation, accompanied by a recommendation regarding financing should the project proceed. The Building Committee has worked in cooperation with the Finance & Audit Committee in terms of how the cost of the project would be covered and in which fiscal period(s).

One-stage Design Competition

Recommendation 1. The Building Committee continues to recommend that a one-stage design competition is the most appropriate approach in terms of 'procurement' to address the much needed repair and revitalization of the Headquarters site and landscape.

The landscape design competition will further the goals of the *Renew + Refresh* retrofit, and this benchmark for design will be used as a tool to support the OAA's strategic priority to **educate and engage the public** under its [5-Year Strategic Plan](#). More specifically, the project will emphasize how buildings and their site contexts can and must be designed sustainably, with consideration to Indigenous communities on whose traditional land the building is situated.

This project is also an opportunity to profile the OAA and its net-zero headquarters, the commitment to climate action and Truth and Reconciliation, and the important role of architectural professionals in designing for climate resilience and inclusivity.

Over the summer, the Committee met to confirm the above criteria for the competition and the statement of requirements.

Council will recall that the Lobko Report tabled in June provided Council with a spectrum of what is possible from basic repair of status quo to a 'high end' in landscape design.

The Committee is of the view that there is a middle point in this spectrum in terms of a budget that the OAA can accommodate that would result in a design that is **professional and elegant; that gives appropriate consideration of traditional lands; and, that is in harmony with the eco-system and functionality of the OAA Headquarters. This middle ground would also be one that is easily maintained, and in a cost effective manner.**

Budget: Competition and Project

Recommendation 2. In support of the above approach to the design competition, the Committee recommends a competition budget of \$108,000 and a project budget of \$2 million. A copy of the detailed budget is attached.

The detailed budget attached identifies the cost of 'state of good repair' and goes on to incorporate elements identified in the Report prepared by Lobko, however represents a 'pared down' version of the design possibilities and added features.

The Committee suggests that the costs be allocated over two fiscal periods, as a direct result of the proposed project schedule, and that sponsorship opportunities might also be considered after the design is awarded. Sponsorship opportunities/funds would be used to offset the project budget or take the form of 'product donations,' however the Committee recommends that the project not be contingent on sponsorship and proceed regardless i.e. the budget is prepared exclusive of sponsorship or product donations.

Schedule

Recommendation 3. Subject to Council's review and approval at the December Council meeting, the competition details and materials would be developed immediately thereafter and into the month of January. The competition itself would run for approximately 6-8 weeks in early 2024. The jury would simultaneously be chosen and jurying would occur in late April 2024. The final selection would be presented to Council at its May 2024 meeting.

In the first few weeks of June, a public event would be hosted at the OAA to view the submissions and the winning design. Tendering would be take place in Fall 2024. Work would get underway in early 2025. Final elements, such as planting would take place in Spring 2026.

Proposed schedule - subject to change based on external factors.

- a. December 2023 /January 2024 – Development of competition details and materials**
- b. Early spring 2024 over 6-8 weeks – Competition underway and jury selection takes place**
- c. Late April 2024 - Jurying takes place**



- d. **May 2024 - Final design selection presented to Council, followed by a public event in June at the OAA Headquarters**
 - e. **Fall 2024 – Tendering and sponsorship campaign**
 - f. **Spring 2025 – Construction underway with majority of work being completed**
 - g. **Spring 2026 – Final elements of construction project completed**
-

Additional items in advance of Council's September Meeting

In response to Council's request to ensure that the Indigenous Community has been properly consulted in advance of proceeding, Joe Lobko will be tasked with leading this consultation process before the design competition is launched.

OAA Executive Director, Kristi Doyle has been tasked with initial outreach to the OAA's neighbours, specifically Bayview Glen Private School which owns the greenspace to the south of the driveway, as well as the driveway leading off Moatfield Drive. The OAA has been granted right-of-way access in perpetuity to the driveway. Doyle will also make contact with the David Duncan House as an initial outreach.

Lobko will also be asked to explore viable opportunities that may exist relative to grant/funding programs that may exist to assist with the cost of the competition and/or project itself.

Once the Building Committee had formalized the above recommendations related to schedule and budget, the Finance and Audit Committee was asked to consider funding options to address the \$2M project cost. The Finance & Audit Committee has presented a separate report to Council to demonstrate how the \$2M project would be funded through the OAA's Capital Reserve over a two-year period i.e. 2025 and 2026. The Committee appreciates the consideration of the F & A Committee and work done to address this budget request in a timely manner.

Action

It was moved by Yeung and seconded by McKendrick that Council approve a one-stage design competition to address the much needed repair and revitalization of the Headquarters site and landscape, in accordance with the principles and criteria approval of the original landscape design competition brief which was approved by Council in Fall 2022; and, that

- 1. The budget for the competition itself be established at \$108,000 and included in the 2024 Operating Budget;**
- 2. The budget for the design & construction project, including soft costs be established at \$2M, to be addressed over two fiscal periods and in**

accordance with a financial plan set forth by the Finance & Audit Committee and approved by Council;

3. Architect Joe Lobko be retained to fulfil the role of Professional Advisor for the Competition process and related tasks;
 4. The Building Committee be directed to work with Senior Management to oversee this project and report back to Council for information and policy direction as appropriate on a regular basis.
-

Attachments

Building Committee proposed budget for the Landscape Design Competition and resulting project

OAA Headquarters landscape - summary of costs

State of good repair

base costs for state of good repair	\$309,879.00
contingency 20%	\$61,975.80
Contractor GC & fee 20%	\$74,370.96
total base cost	\$446,225.76
soft costs 10%	\$44,622.58
TOTAL	\$490,848.34

Additional upgrades

upgrade to permeable pavers etc	\$341,000.00
art component	\$100,000.00
stormwater retention system	\$100,000.00
additional work at entrance area for above	\$101,819.00
planting upgrades	\$79,200.00
sum of additional costs	\$722,019.00
contingency 20%	\$144,403.80
Contractor GC & fee 20%	\$173,284.56
total additional cost	\$1,039,707.36
total for upgrades	\$1,485,933.12
escalation cost 15%	\$222,889.97
soft costs 15%	\$289,823.83
TOTAL	\$1,998,646.92

Competition costs

costs to date	\$7,500.00
Professional Advisor	\$40,000.00
Technical Advisory Team	\$18,000.00
Jury	\$12,500.00
Competition Prize	\$30,000.00
Total competition costs	\$108,000.00

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
Jim Buttici
Christina Karney
Michelle Longlade
Elaine Mintz
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Kristiana Schuhmann
William (Ted) Wilson
Marek Zawadzki

FOR COUNCIL MEETING

December 1, 2023

(open)

ITEM: 4.4

From: Executive Director, Kristi Doyle

Date: November 20, 2023

Subject: OAA Bylaws Schedule A amendments.

Objective: Review and approve the proposed amendments to the OAA By-laws - Schedule A

Upon Council's approval of the 2024 Annual Budget at the December meeting, the Bylaws have been amended pursuant to the adopted budget. The changes to Schedule A reflect an increase of 4% to all membership and Certificate of Practice fees for 2024. In addition, other fees that relate to these annual membership fees and or administration have also been updated to reflect this increase.

As a reminder, the Bylaw Schedule A will come into force upon Council's approval however is subject to ratification at the next Annual General Meeting of Members.

Action

Council is asked to consider the following motion:

It was moved by... and seconded by... that Schedule A to the OAA Bylaws be approved as circulated reflecting an increase in fees of 4.0% for 2024.

Attachments

OAA Bylaws, Schedule A





SCHEDULE A OAA Bylaws Fees

Licence

Architect, Non-Practising

On filing of application	\$324.00
On filing of re-application (by a person who previously resigned their membership)	\$177.00
On referral of application to the Experience Requirements Committee	\$295.00
On filing of application to Council for Exemption Pursuant to Section 33 of Regulation 27 R.R.O. 1990	\$530.00
On reinstatement	\$442.00
New Certificate	\$ 29.00

Notes:

The Reinstatement fee is payable by every person whose Licence was previously cancelled, whether or not the person is, on the date of the application, a member of another provincial association of architects in Canada or licensed as an architect with any state licensing board in the United States of America.

The applicant for Reapplication/Reinstatement of a Licence must pay, in addition to the Reapplication/Reinstatement fee set out, all fees, premiums, levies, and deductibles in arrears on the date of cancellation and the annual fees prescribed by the Bylaws for the two years before the date of application, except that no payment is required for the first year after the date of resignation.

The following annual Licence fees shall be payable on the 2nd day of January each year:

Architect	\$984.00
Non-Practising Architect	\$492.00

Notes:

Persons who become members after July 1st in each year shall pay one-half of the applicable annual fee.

Payment received between March 1st and March 31st shall be subject to a late payment penalty of \$177.00

If payment of the annual fee and late payment penalty fee is not received by March 31st, the Licence shall be cancelled on April 1st.

The applicant for reapplication of a Licence must pay, in addition to the reapplication fee set out, all fees, premiums, levies, and deductibles in arrears on the date of resignation.

Every applicant for a Licence shall pay all fees set out in this Bylaw that are in arrears on the date of the application.

Temporary Licence

On filing of application	\$ 471.00
On issue	\$2,436.00
On renewal	\$2,436.00

Retired Member, Student Associate, Intern Architect

The following annual fees shall be payable:

Retired Member	\$ 73.00
Student Associate	No charge
Intern Architect	\$188.00
Intern Architect with 5+ years Intern status	\$984.00

Note:

Persons who are appointed as Intern Architects after July 1st in each year shall pay one-half of the applicable annual fee.

Every Intern Architect shall pay all fees set out in this Bylaw that are in arrears prior to the date of their reappointment.

Certificate of Practice

Architect – Certificate of Practice

On filing of application	\$295.00
Annual Fees – based on the number of Architects in the practice	
• practice with one Architect	\$502.00
• fee for each additional Architect within the practice add	\$376.00
On opening of an office other than the registered or principal office	
	\$118.00

The annual Certificate of Practice Fee shall be payable on the filing of the application and thereafter on the 1st day of March in each year.

If payment of the annual fee is not received by May 1 the Certificate of Practice shall be cancelled on May 2. Applications for Certificates of Practice filed after August 1st in each year shall pay one-half of the annual fee.

Temporary Certificate of Practice Issued Under the *Architects Act*, R.S.O. 1990, c. A. 26, s. 23

On filing of application	\$ 471.00
On issue	\$4,263.00
On renewal	\$4,263.00
Other – Certificate of Practice	
Change of Name	\$ 295.00
New Certificate	\$ 29.00

Admission Course

On application to attend the Admission Course	\$ 354.00
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Canadian Experience Record Book – Late Submission

The following Late Submission Charges apply to experience records which are not submitted within eight weeks of the date of the last entry:

For every 1000 hours or portion thereof	\$ 118.00
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Members and Intern Architects on Leave of Absence

The following fees are payable by members and Intern Architects who have been granted a leave of absence:

Where the leave of absence commences between the first day of January and the last day of February and no annual fee has been paid for the calendar year	\$ 73.00
--	----------

For a leave period that starts part of the way through the calendar year, where the full annual fee for the year has already been paid, the fees would be calculated to be consistent with the existing Council Refund Policy where the leave period starts as follows:

Architects, Non-Practising Architects, and Intern Architects Over 5 Years:

January 1 until February 28 – Full membership fee refunded, minus the annual

March 1 until March 31 – $\frac{3}{4}$ of the membership fee, minus the annual leave fee

April 1 until June 30 – $\frac{1}{2}$ of the membership fee, minus the annual leave fee

July 1 until September 30 – $\frac{1}{4}$ of the membership fee, minus the annual leave fee

October 1 until December 31 – no refund, but the annual fee for the next calendar year would be based on the full one-year annual leave period fee minus the annual

Fines for Non-compliance with Continuing Education Requirements

Fine for first-time non-compliance in a Cycle	\$ 500.00
Fine for subsequent non-compliance in a Cycle	\$1,000.00

Financial Hardship

The fees set out in this bylaw may be waived, reduced, or deferred in whole or in part by the Executive Director in accordance with the terms of the Association's Financial Hardship policy.

Administration Fees

General Administration	\$ 59.00
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Made by the Council of the Ontario Association of Architects on the 1st day of December, 2023.

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
Jim Butticci
Christina Karney
Michelle Longlade
Elaine Mintz
Greg Redden
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Marek Zawadzki

FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 4.5

From: Governance Committee

Ted Wilson, Chair, SVP & Treasurer
Settimo Vilardi, President
Michelle Longlade, LGIC Appointee

Susan Spiegel, Immediate Past President
Elaine Mintz, LGIC Appointee

Date: November 17, 2023

Subject: Member Demographics Survey Recommendations

Objective: To seek approval from Council regarding the frequency of the survey

Council will recall that during the Council meeting on April 17, 2023 the following motion was carried unanimously:

Council direct a review of the [membership demographic](#) survey and corresponding results by staff and designated Council members with a view to considering:

- i) *Whether the questions posed in the survey remain current and appropriate given feedback received to date as well as any changes around EDI language and protocols;*
- ii) *Whether the survey should continue to be administered on a yearly basis, or change to a different interval of time;*
- iii) *Whether any trends can be identified based on data gathered to date; and*
- iv) *Whether consideration be given to engaging an outside consultant to assist with this exercise, as appropriate.*

Council will recall that the Demographic Survey was a direct result of the Report and Recommendations stemming from the OAA EDI Roundtables in 2020. The first survey was administered in 2021.

The purpose of the OAA's voluntary annual Demographic Survey is to be a confidential tool that helps the Association measure its progress and develop relevant programs and

initiatives as it works to better ensure Equity, Diversity, and Inclusion in the architecture profession.

The survey questions were developed in consultation with an EDI consultant who also assisted with the facilitation of the EDI Roundtables back in 2020.

In consultation with staff, we have been working over the last few months to address the action items identified by Council in the above noted motion.

1. Review of Survey questions and content and the engagement of an outside consultant.

As a first step, Kathy Armbrust, Human Resources Manager was asked to review the survey questions given her expertise in Human Resources, and by extension EDI.

In addition, Doyle and Armbrust approached EDI consultant Hollie Turner from Empowered, who recently participated in the OAA's EDI Roundtable for practices, to review the questions as well with a view to ensuring that the terminology remains current, and content is accurate and up-to-date. As a result of this review some minor adjustments to the survey are recommended as redlined on the attached survey document. In addition, it is recommended that we remove the section that references Student Technologist, Intern Technologist and Licensed Technologist OAA until the OAA Technology Program has been established.

2. Frequency of the survey administration

In the first three years of the survey administration there has been a decline in participation. It has been suggested that members may be experiencing survey fatigue. The annual cost to administer the survey is approximately \$10,000.

Further, given the size of the OAA membership and the rate of growth, as well as the fact there is little change showing year over year in the first three years (see below), we are suggesting that consideration be given to administering the survey every two years, instead of annually.

3. Data Analysis and trends

As noted in the [Report and Analysis for the 2023 Survey](#), there has been minimal change in the data, and therefore no visible trends to highlight. Again the OAA membership is relatively small and given that trending is generally a function of time, it may be difficult to identify trends. It is recommended that 'trending' be added as a specific facet of analysis by the survey consultants the next time the survey is administered. This will go beyond the usual 'summary reports' based on individual questions, and delve further into specific correlations, and possible trending.

Action



It was moved by Wilson and seconded by Longlade that Council approve the recommendation of the Governance Committee to adjust the frequency of the OAA's membership demographic survey to a bi-annual basis following the January 2024 administration of the survey, resulting in the next survey to be issued to the membership in January 2026.

Attachments

List of OAA 2022-2023 Demographics Survey Questions with minor recommended edits

2022–2023 OAA Demographic Survey

The OAA encourages you to participate in its third annual Demographic Survey. Administered by Stratcom, this voluntary, ~~anonymous~~ confidential survey helps the Association measure its progress and develop relevant programs and initiatives as it works to better ensure Equity, Diversity, and Inclusion in the architecture profession.

Commented [1]: Consider difference between confidential and anonymous. Is there any way to attribute this information to an individual? If not, you could call it anonymous.

In 2020, OAA Council agreed to implement a demographic survey of its members that collects race-based and other equity-relevant data. The annual survey is only one step in the development of a long-term data-collection strategy.

This survey is voluntary, but your participation is encouraged. The information you provide will be kept confidential and maintained in a secure information system, with access only granted to OAA staff and consultants for the purpose of analyzing trends in the profession. Information will be presented as aggregated data without identifying individual responses.

DEMOGRAPHIC QUESTIONS

[SINGLE CHOICE]

Q1

Are you a member or affiliate of the Ontario Association of Architects (OAA)?

- Yes, a Student Associate
- Yes, an Intern Architect
- Yes, an Architect
- Yes, a Student Technologist
- Yes, an Intern Technologist
- Yes, a Licensed Technologist OAA
- Yes, a Retired Member
- Yes, a Life Member
- Yes, Honorary Member
- Other (Specify)
- No

Years in the OAA

[SINGLE CHOICE]

Q2

Please identify the number of years you have held status with the Ontario Association of Architects. Add together all the years spent with OAA status, including, for example, time as an Intern Architect.

[Less than 1 year](#)

1 to 2

3 to 5

6 to 10

11 to 15

16 to 20

21 to 25

26+

Prefer not to answer

Commented [2]: Add less than 1 year

Age

[SINGLE CHOICE]

Q3

Please identify your age group.

Younger than 20 years of age

21 to 25

26 to 30

31 to 40

41 to 50

51 to 60

61 to 65

65 to 70

Over 70 years of age

Prefer not to answer

Family Status

"Family status" is defined as "the status of being in a parent and child relationship." This can also mean a parent and child "type" of relationship, embracing a range of circumstances without blood or adoptive ties, but with similar relationships of care, responsibility, and commitment.

[MULTI CHOICE]

Q4

Do you have daily care-giving responsibilities? [Select all that apply.](#)

- No [EXCLUSIVE]
- Yes, elder care
- Yes, child care
- ☒ Yes, caring for a person with a disability

Commented [3]: Consider "Yes, other care-giving (please specify)"

- [Yes, other care-giving \(please specify\)](#)
- Prefer not to answer [EXCLUSIVE]

Disability

For the purposes of Canadian employment equity legislation, persons with disabilities refers to people with long-term or recurring physical, mental, sensory, psychiatric, or learning impairment AND

A. Who consider themselves to be disadvantaged in employment by reasons of that impairment OR

B. Who believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reasons of that impairment, and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

[SINGLE CHOICE]

Q5

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

- Yes
- No
- Prefer not to answer

Gender Identity

Gender identity is each person's internal and individual experience of gender. It is their sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex. Gender identity is fundamentally different from a person's sexual orientation.

[MULTI CHOICE]

Q6

What is your current lived gender identity? Select all that apply.

- Man
- Non-binary/non-conforming
- Trans
- Two-Spirit
- Woman
- Another gender category (specify)
- Prefer not to answer

Sexual Orientation

Sexual orientation is a personal characteristic that forms part of who you are. It covers the range of human sexuality from lesbian and gay, to bisexual and heterosexual. Sexual orientation is different from gender identity.

[MULTI CHOICE]

Q7

What is your sexual orientation? Select all that apply.

- Asexual
- Bisexual
- Gay
- Lesbian
- ☒ Queer
- [Questioning](#)
- Heterosexual
- Pansexual
- Two-Spirit
- Another sexual orientation category (specify)
- Prefer not to answer

Commented [4]: Consider adding "Questioning"

Indigenous Identity

[MULTI CHOICE]

Q8

Do you identify as First Nations, Métis, and/or Inuit? If yes, select all that apply.

- No [EXCLUSIVE]
- Yes, First Nations
- Yes, Métis
- Yes, Inuit
- Prefer not to answer

Commented [5]: Recommend to simplify this question to "Do you identify as Indigenous?" with response categories Yes, No, Prefer not to say, Please specify

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Race

In our society, people are often described by their race or racial background. For example, some people are considered "White," "Black," or "East/Southeast Asian," etc.

[MULTI CHOICE]

Q9

Which race category best describes you? Select all that apply.

- Black

Commented [6]: Consider adding, "Indian - Caribbean", "Do Not Know", and "Mixed Heritage"

- East/Southeast Asian
- Indigenous (all origins)
- Latino/Latina/Latinx
- Middle Eastern
- South Asian
- White
- Another race category (specify)
- Prefer not to answer

Language

[OPEN ENDED]

Q10

What language(s) did you first learn at home in childhood and still understand?

- Please specify _____
- Prefer not to answer _____

Commented [7]: Please specify _____

[SINGLE CHOICE]

Q11

Do you identify as French-Canadian?

- Yes
- No
- Prefer not to answer

Ethnicity

Ethnic origin refers to a person's ethnic or cultural origins. Ethnic groups have a common identity, heritage, ancestry, or historical past, often with identifiable cultural, linguistic, and/or religious characteristics.

[OPEN END]

Q12

What is your ethnic **and/or** cultural origin(s)? Please enter all definitions that apply.

For example: Anishnaabe, Canadian, Chinese, Colombian, Cree, Dutch, English, French, Filipino, German, Guyanese, Haudenosaunee, Inuit, Iranian, Irish, Italian, Indian, Jamaican, Jewish, Korean, Lebanese, Métis, Mi'kmaq, Ojibway, Pakistani, Persian, Polish, Portuguese, Scottish, Somali, Sri Lankan, Ukrainian, etc. (Note: this is not an exhaustive list)

- Specify _____
- Prefer not to answer

Commented [8]: Consider providing response categories. Suggestion would be:

1. Indigenous (e.g. Inuit, Cherokee, Adivasi, Okinawan, Malays, etc.)
2. African (e.g. Egyptian, Nigerian, South African, etc.)
3. Asian – East and Southeast (e.g. Chinese, Filipino, Korean, etc.)
4. Asian - South (e.g. Indian, Pakistani, Sri Lankan)
5. Australian
6. British Isles (e.g. English, Irish, Scottish, etc.)
7. Caribbean (e.g. Jamaican, Barbadian, Cuban, etc.)
8. French Canadian/Québécois
9. Latin, Central and South American (e.g. Mexican, Colombian, Guyanese, etc.)
10. Middle Eastern (e.g. Turkish, Kurdish, Arab, Azerbaijani, etc.)
11. New Zealand European
12. North American (e.g. Canadian, American, etc.)
13. Other European (e.g. Spanish, German, Dutch, Italian, Polish, etc.)
14. You don't have my ethnicity reflected here. I identify as _____ (specify)
15. Prefer not to say

Religion/Creed

Religion/creed refers to an individual's self-identification or affiliation with any religious denomination, group, or other religiously defined community or system of belief and/or spiritual faith practices.

[MULTI CHOICE]

Q13

What is your religion and/or spiritual affiliation? Select all that apply.

Commented [9]: Consider adding Agnostic

- ☒ Atheist
- ☐ [Agnostic](#)
- ☐ Buddhist
- ☐ Christian
- ☐ Hindu
- ☐ Indigenous Spirituality
- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ No religion [EXCLUSIVE]
- ☐ Another religion or spiritual affiliation (specify)
- ☐ Prefer not to answer [EXCLUSIVE]

Workplace Descriptor

[SINGLE CHOICE]

Q14

Which of the following best describes your workplace?

- Architectural practice
- Sole practitioner—architectural practice
- Government
- Academia
- Institutional or corporate
- Not currently working
- Other (specify)
- Prefer not to answer

Commented [10]: Recommend adding additional question, "Do you identify as diverse in a manner that has not been listed above? If so, please specify."

INCLUSION QUESTIONS

[SINGLE CHOICE GRID]

Q15

In answering the following questions, please consider your own personal experiences within your workplace in the last year.

[RANDOMIZE]	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	Prefer not to answer	Not applicable
At my current or most recent workplace, I feel included.							
At my current or most recent workplace, I feel supported.							
At my current or most recent workplace, I experience barriers to advancement.							
At my current or most recent workplace, I experience discrimination.							

QUESTIONS RE: SURVEY

[SINGLE CHOICE GRID]

Q16

Please answer these following last questions about the content of this survey

[RANDOMIZE]	Strongly agree	Agree	Neutral	Disagree	Strongly disagree	Prefer not to answer	Not applicable
I am supportive of the collection of demographic data.							
The questions asked in this survey use appropriate terminology.							
The questions in this survey are relevant to the OAA's mission of serving the public interest through the regulation, support, promotion, and appreciation of architecture.							

[OPEN END] [optional]

Q17

What changes or additional information should the OAA consider as part of the long-term data-collection strategy?

[50-word limit]

Add "No" button.

Those are all of the questions we have for you. Thanks so much for participating!

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
Jim Buttici
Christina Karney
Michelle Longlade
Elaine Mintz
Greg Redden
Susan Spiegel
Thomas Yeung

Farida Abu-Bakare
J. William Birdsell
Kimberly Fawcett-Smith
Natasha Krickhan
Lara McKendrick
Deo Paquette
Kristiana Schuhmann
William (Ted) Wilson
Marek Zawadzki

FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 4.9

From: Christie Mills, Registrar

Date: November 14, 2023

Subject: Appointment of Life Members

Objective: To appoint individuals to Life Membership effective January 1, 2024

Background:

A Life Member is a Retired Member who reaches the age of 75 and is appointed as a Life Member by Council.

29. (1) A life member is a person who has resigned his or her membership in the Association, who has thereafter held the status of retired member and who is elected as a life member by the Council. O. Reg. 287/99, s. 9.

(2) A life member is entitled to receive general information issued by the Association and to attend the annual and general meetings of the members of the Association but is not entitled to vote at such a meeting. R.R.O. 1990, Reg. 27, s. 29 (2).

(3) A life member may use the title "architect (retired)" or "architecte (retraité)". R.R.O. 1990, Reg. 27, s. 29 (3); O. Reg. 44/05, s. 2; O. Reg. 386/15, s. 2.

Action: Council is requested to consider and approve the following motion:

It was moved by... and seconded by... that the following architects be appointed Life Members:

*Leslie Andrew
Charles H. Barrett
Bruno Bortolotti
Myron E. Boyko
Astra Burka
Donald Kent Coleman
David D. Craddock
Theodore Davidson
Frank DeCiantis
Robert J. Gallant
Girish Ghatalia
Norman E. Grey-Noble
John Hackett
Brian Hierlihy*

*Ernest H. Hodgson
Brian J. Jewitt
James B.A. McDonald
Gregory M. McLean
David G. Mitchell
J.C. Daniel Parent
Naeem U.H. Qureshi
Nicholas Varias
Wayne Wagner
James W. Woods*

Attachments: none

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
Jim Butticci
Christina Karney
Michelle Longlade
Elaine Mintz
Greg Redden
Susan Spiegel
Thomas Yeung

Farida Abu-Bakare
J. William Birdsell
Kimberly Fawcett-Smith
Natasha Krickhan
Lara McKendrick
Deo Paquette
Kristiana Schuhmann
William (Ted) Wilson
Marek Zawadzki

FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 4.10

From: Christie Mills, Registrar

Date: November 14, 2023

Subject: Recognition of Architects Long Standing

Objective: To inform Council of the individuals who are eligible for recognition as having been architects with the Ontario Association of Architects for at least fifty years.

Background:

1. Council Policy approved January 9, 1997:

"Council shall recognize, on an annual basis, all individuals who have been members of the Ontario Association of Architects for at least fifty years by way of letter and presentation of a certificate at the Annual General Meeting."

2. The following architects have reached this milestone:

Peter E. Peltekoff	Architect since January 19, 1973
Karl H. Stevens	Architect since May 23, 1973
Alexander L. Temporale	Architect since July 23, 1973
John R. Hix	Architect since July 23, 1973
Paul W. Roth	Architect since September 18, 1973
John B. Stark	Architect since September 18, 1973

Action: Council is requested to consider the following motion:

It was moved by... and seconded by.... that the following architects be recognized as Long Standing Members:

*Peter E. Peltekoff
Karl H. Stevens
Alexander L. Temporale
John R. Hix
Paul W. Roth
John B. Stark*

Attachments: Council Policy – Members of Long Standing and Waiver of Annual Fees



Council Policy

Policy Name	Members of Long Standing and Waiver of Annual Licence Fee for Members of Long Standing
Issue Date	January 1997
Revision Dates	March 9, 2006 January 18, 2019

1. The following Council Policy was approved January 9, 1997:

“Council shall recognize, on an annual basis, all individuals who have been members of the Ontario Association of Architects for at least fifty years by way of letter and presentation of a certificate at the Annual General Meeting.”

2. Upon reaching the milestone of having held a licence with the Ontario Association of Architects for at least fifty years, a member will no longer be required to pay the annual licence fee as prescribed in the by-laws of the Association.
3. This Policy also extends to those members who have been previously recognized as a member of long standing and has taken “retired status”.

Note:

1. A member of long standing will be required to pay the annual Certificate of Practice Fees (if applicable)
2. A member of long standing is still required to complete and record the OAA Mandatory Continuing Education
3. This policy is not retroactive beyond 2006 annual licence fees.
4. The fifty-year time frame related to licensure need not be consecutive.

Reference:

1. *Schedule A to OAA Bylaws*

Memorandum

To: Council

Settimo Vilardi	Farida Abu-Bakare
Loloa Alkasawat	J. William Birdsell
Jim Butticci	Kimberly Fawcett-Smith
Christina Karney	Natasha Krickhan
Michelle Longlade	Lara McKendrick
Elaine Mintz	Deo Paquette
Clayton Payer	Greg Redden
Kristiana Schuhmann	Susan Spiegel
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 4.11

From: Kristi Doyle, Executive Director

Date: October 16, 2023

Subject: Signing authority for the OAA's Continuing Education Program (ConEd)

Objective: Approve ConEd signing authority for Claire Hepburn, Deputy Registrar

Claire Hepburn, Deputy Registrar, (Hepburn) assumed management of the OAA's Continuing Education program (ConEd), effective August 28, 2023. To ensure timely and smooth operations of ConEd activities and administration, authorization by Council is sought to grant Hepburn signing authority pursuant to section 46 and 47 of the *Bylaws Under the Architects Act* (Bylaws). Specifically:

46. The Executive Director, the Registrar, the Deputy Registrars, and such other officials as may be appointed by the Council under subsection 3(8) of the Act, shall, in addition to their duties under the Act or the regulations, have such duties as the Council may determine from time to time.

47. The Council may employ or may authorize the Executive Director to employ such other persons as may be considered desirable or necessary to carry out the general operations of the Association and the conduct of its affairs.

Paragraph 2 of section 8(1) of the *Architects Act* authorizes Council to pass bylaws related to "providing for the execution of documents by the Association". Accordingly, the above cited provision of the bylaws grants Council the authority to designate individuals with the ability to bind the OAA with a signature, i.e. designate signing authority.

Signing authority for Hepburn would be limited to all matters related to the ConEd program, including:



- The OAA Admission Course
 - The Fundamentals of Running and Architecture Practice (FRAP) course
 - OAA webinars
 - Conference
 - Such further and other matters related to ConEd
-

Action

It was moved by... and seconded by...

That Deputy Registrar Claire Hepburn be granted signing authority to execute documents on behalf of the OAA for all matters related to the OAA's Continuing Education Program.

Attachments

None

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
Jim Buttici
Christina Karney
Michelle Longlade
Elaine Mintz
Greg Redden
Susan Spiegel
Thomas Yeung

Farida Abu-Bakare
J. William Birdsell
Kimberly Fawcett-Smith
Natasha Krickhan
Lara McKendrick
Deo Paquette
Kristiana Schuhmann
William (Ted) Wilson
Marek Zawadzki

FOR COUNCIL MEETING

December 1, 2023

(open)

ITEM: 4.12

From: Kristiana Schuhmann, Vice President & PRC Chair

Date: November 13, 2023

Subject: Practice Resource Committee (PRC) – New Practice Tips.

Objective: To present to Council new resources for endorsement (Practice Tips PT 10.3 Construction Act - Prompt Payment and PT 10.5 Construction Act - Interim Adjudication).

Practice Tips on Construction Act: New Additions to the Series

The OAA's Practice Tips are accessed via the OAA website (on the public side of the website), and although written primarily for architects, they are also a resource for clients, lawyers, etc. They are meant to be concise and follow a consistent structure and tone.

Over the summer, Practice Advisory Services (PAS) worked with legal counsel to create two new Practice Tips to augment the [PT.10 series](#) of Practice Tips on the Construction Act:

- PT.10.3 Construction Act - Prompt Payment
- PT.10.5 Construction Act - Interim Adjudication

The drafts of the new PT.10 series documents were developed by PAS by starting with the questions, "How does this impact architects?" and "What do architects need to know?"

Staff developed outlines for these resources to address the questions. The outlines were then submitted to legal counsel for further development, to help address consistency, and to be informed by case law or other influences PAS was unaware of. The drafts also reference the clauses in the OAA Contract Suite 2021.



PRC reviewed the drafts and provided comments at the end of October/early November. The two drafts were discussed at the November 9, 2023 PRC meeting. PRC's feedback was incorporated prior to final consultation with legal counsel.

The goal is to have these new Practice Tips posted on the website late 2023/early new year.

Other Updates: Related to the release of these two new Practice Tips.

In tandem with the review work by PRC, staff from PAS are working on the following items to support the release of the new resources:

- Edits to other associated resources such as:
 - [PT.00 Index to Practice Tips](#)
 - PT.10.0 Construction Act (CA)/Construction Lien Act (CLA)
 - PT.10.1 Construction Lien Act - Procedures for the Release of Statutory Lien Holdbacks
 - PT.10.2 Construction Act - Procedures for the Release of Statutory Lien Holdbacks
 - PT.10.4 Construction Act - OAA Members Acting as Adjudicators
- Communications to Members: The new and updated Practice Tips will be featured in an upcoming 2024 edition of the OAA's [Practice Advisory E-newsletter](#).
- OAA Continuing Education Webinar Series: PAS is working with Continuing Education team and the legal firm to create two webinars to cover both prompt payment and interim adjudication. This is anticipated to be offered in the New Year.

Action

It was moved by... and seconded by...

that Council endorse the Practice Tips PT.10.3 and PT 10.5 as recommended by the Practice Resource Committee and presented to Council on December 1, 2023.

Attachments

DRAFT – Practice Tip PT.10.3 Construction Act – Prompt Payment (version 1); DRAFT – Practice Tip PT.10.5 Construction Act – Interim Adjudication (version 1)

Construction Act – Prompt Payment

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Summary

The *Construction Act* (CA) Part I.1 Prompt Payment provides for payments related to an improvement to be made within 28 days of the receipt of a *proper invoice* unless a notice of non-payment is issued within 14 days. These rules also impose obligations regarding payment and the delivering notices of non-payment at all the other levels of the construction pyramid. Prompt payment applies equally to payments made under the construction contract and under the architectural services contract. This Practice Tip addresses both situations.

Although prompt payment legislation has been in effect since October 2019, not everyone is aware of it and it has not been complied with or integrated into contracts where it should have been.

Note: Where the term “project” is used, it has the same meaning throughout as “improvement” in the CA. This is an over-simplification, but until the CA is clarified by amendment or court ruling, it is an appropriate approximation.

The CA contains Part I.1 Prompt Payment (the subject of this Practice Tip) and Part II.1 Construction Dispute Interim Adjudication (the subject of Practice Tip PT.10.5).

The information in this Practice Tip is organized under the following headings:

Summary

Background

Suggested Procedure

1. Prompt Payment in Relation to the Construction Contract
2. Prompt Payment in Relation to the Architectural Services Contract
3. Prompt Payment in Relation to the Subconsultants
4. Prompt Payment in Relation to the Holder Not Being the Prime Consultant
5. Prompt Payment Provisions in OAA Standard Contracts
6. P3s and AFPs

References

Background

Prior to the 2019 amendments to the *Construction Act*, little could be done to get a recalcitrant payer to pay what was due. The contract might contain terms that required payment in 30 days, but it was common for clients to take 60 or 120 days. Further, interest would rarely be paid on overdue amounts despite clear provisions in the contracts. This put the contractor or consultant in the place of financing the project. The most common legal remedies involved liens or lawsuits, neither of which are inexpensive or quick.

The intent of the CA was to keep the money flowing at all levels in the construction pyramid. The primary mechanisms were a requirement for prompt payment, and a process for interim adjudication of construction disputes (including payment-related issues).

Prompt payment applies to all levels of the construction pyramid, from each prime or head contract, with the owner at the top of the pyramid, down to the lowest subcontract at the bottom of the pyramid. The requirements at the top are distinct from those applicable at all the other levels.

It is also important to appreciate the timelines mandated by the prompt payment rules for paying and disputing invoices are mandatory and cannot be extended by the terms of the parties' contract. Additionally, all references to "days" in the prompt payment rules, and this Practice Tip, are to "calendar" days rather than working or business days.

Holders of a Certificate of Practice should be familiar with the requirements that apply:

1. To the prime or head contract (this could be between the owner and the contractor [e.g. a CCDC 2 contract], owner and construction manager [e.g. a CCDC 5B], or owner and each trade contractor [e.g. a CCDC 5A/CCDC 17 contracting structure]) when the holder is the payment certifier;
2. To the contract between the owner and the holder;
3. To the subcontract between the holder and the subconsultants;
4. To the subcontract between the prime consultant and the holder as a subconsultant; and
5. To the contract between the design-builder and the holder.

The same prompt payment legislation applies in each of these situations, but the holder's role, responsibilities, and specific applicable clauses vary.

Holders should be particularly careful not to give legal advice to owners, some of whom may be unfamiliar with the prompt payment provisions. Owners should obtain legal advice about the responsibilities imposed on them by the CA, and about the timing and the wording of any notices or other documents related to prompt payment.

Suggested Procedure

1. Prompt Payment in Relation to the Construction Contract

1. Proper Invoice:

- a) The fundamental event that triggers the application of the CA's prompt payment rules is the owner's receipt of a "proper invoice" from the contractor. If an invoice submitted to the owner is not a "proper invoice," the owner's obligations under the prompt payment rules (and, consequently, the prompt payment obligations of the contractor, subcontractors, sub-subcontractors, and so on) are not triggered.

A "proper invoice" is defined in [Section 6.1](#) of the *Construction Act*.

In addition to meeting the seven requirements listed in Section 6.1., the invoice must also meet "any other requirements that the contract specifies," such as any additional pieces of information or documentation the contract requires be included with invoice submissions. An important exception is that a contract cannot make a contractor's submission of a proper invoice conditional on the payment certifier's prior certification or the owner's prior approval (CA [Section 6.3\(2\)](#)) except in respect of testing and commissioning (CA [Section 6.3\(4\)](#)).

- b) A proper invoice may be revised by the contractor after its submission. Doing so does not restart the time periods by which the owner must make payment or issue a notice of non-payment. However, a proper invoice can only be revised if:
 - i) the owner agrees in advance to the revision;
 - ii) the date of the proper invoice is not changed; and
 - iii) the invoice continues to meet the requirements of a "proper invoice" (CA [Section 6.3\(5\)](#)).

2. Notice of Nonpayment:

- a) If an owner does not wish to pay a proper invoice (in whole or in part), it must give the contractor a notice of non-payment no later than 14 days after the owner received the proper invoice. (CA [Section 6.4\(2\)](#)).
- b) The notice of non-payment forms are prescribed by the CA and are available [online](#).
- c) The owner will need to specify in the notice of non-payment the amount not being paid and the reasons for non-payment.
- d) While notices of non-payment must be used by owners to avoid paying a proper invoice, they are not intended as a means of notifying a contractor that its invoice does not meet the requirements of a "proper invoice."

Note: Holders may be expected to assist clients with notices of non-payment by advising about the amount not being paid and by drafting reasons for non-payment. Keep in mind that clients may have reasons for non-payment unrelated to the value of work completed on site or the scope of work of holders, such as liens that have been filed.

Whether or not an invoice is a proper invoice is a legal determination similar to evaluating the substantial compliance of a bid. Holders may identify what appear to be discrepancies, but it should be left to the client and their legal advisors to make the final determination and advise the contractor.

3. Payment:

- a) Subject to the owner giving the contractor a notice of non-payment, it must pay the amount payable under the proper invoice within 28 days of receiving it (CA [Section 6.4\(1\)](#)).
- b) To assist in an efficient and accurate invoice review process, payment certifiers may wish to develop a proper invoice checklist for a particular contract as well as a calendar or tickler system to keep track of the various deadlines under the CA.

2. Prompt Payment in Relation to the Architectural Services Contract

This section applies when the architectural services contract is a prime contract (directly with the owner). For situations where the architectural services contract is not directly with the owner, see Section 3.

1. Proper Invoice.

- a) To trigger the client's obligation under the prompt payment rules to pay (or dispute) an invoice, the Certificate of Practice holder will need to deliver a "proper invoice." To this end, it is important to check and confirm the invoice complies with the requirements of "proper invoices" under the CA and in the contract, as described in Section 1 of this Practice Tip.

2. Notice of Nonpayment:

- a) If a client does not wish to pay a proper invoice (in whole or in part), it must give the holder a notice of non-payment no later than 14 days after receiving the proper invoice (CA [Section 6.4\(2\)](#)).

3. Payments

- a) Subject to the client giving a notice of non-payment, it must pay the amount payable under the holder's proper invoice within 28 days of receiving it (CA [Section 6.4\(1\)](#)). The failure of the client to pay a proper invoice does not give the holder an immediate right under the CA to suspend services (although the holder should consult the terms of its contract for any contractual rights of suspension and consult a lawyer if necessary).

3. Prompt Payment in Relation to the Subconsultants

This section applies when the holder has contracts with one or more subconsultants.

1. Proper Invoice:

a) Relationship between holder's proper invoice and the subconsultant's invoice:

The "proper invoice" requirements do not apply at the subcontract level. Specifically, the holder's obligation to pay a subconsultant under the prompt payment rules is not contingent on the subconsultant giving the holder a "proper invoice." Proper invoices are only given by "contractors" (including holders) to "owners."

However, a holder will likely want to structure its invoicing processes so it has sufficient time to receive and vet its subconsultants' invoices and incorporate them into its proper invoice.

Further, all the holder's obligations under the prompt payment rules to pay or dispute a subconsultant's invoice discussed below will not apply if the holder has not included within its proper invoice the services performed by that subconsultant.

2. Notice of Nonpayment:

a) Issuing Notices of Non-Payment:

There are two primary instances where a holder may need to issue a notice of non-payment to a subconsultant:

- i) when the holder has not received payment of its proper invoice from the owner and wants to rely on the owner's non-payment as a reason to not pay the subconsultant; or
- ii) when the holder disputes subconsultant's entitlement to payment for other reasons.

b) Notice of Non-Payment in the Case of an Owner Non-Payment:

In the scenario where an owner does not pay some or all of the holder's proper invoice within 28 days, unless the holder issues a notice of non-payment it must pay its subconsultants within 35 days of the submission of the proper invoice. In the case of a partial payment by the owner, there are certain rules in the CA with respect to how partial payments are to be distributed—see Subsection 3.3 of this Practice Tip below (CA [Section 6.5\(5\)](#)).

Importantly, the holder's notice of non-payment (form 1.2) must include an undertaking by the holder to refer the matter to adjudication with the owner within 21 days (CA [Section 6.5\(5\)](#)). In effect, the prompt payment rules force holders and contractors to commence adjudications against the owner over the owner's non-payment if the holder or contractor wants to rely on the owner's non-payment as an excuse to not to pay subcontractors. Refer to Practice Tip PT.10.5 for information on adjudication.

c) Notice of Non-Payment where the Holder Disputes Subconsultant's Entitlement to Payment:

In the scenario where a holder disputes the entitlement of a subconsultant to payment (that is, for reasons not necessarily related to the owner's non-payment), the holder will need to give a notice of non-payment to the subconsultant (form 1.3). Unlike the form used in the case of a non-payment by the owner, this notice of non-payment form does not obligate the holder to refer the matter to adjudication with the owner (CA [Section 6.5\(6\)](#)).

d) Deadlines to Deliver Notices:

The holder must issue its notice of non-payment within certain deadlines, specifically:

- i) within seven days of receiving a notice of non-payment from the owner (so long as the owner delivered it within the required 14 days after receiving the proper invoice); or
- ii) if a notice of non-payment was not given by the owner, by 35 days after the holder gave their proper invoice to the owner.

3. Payment:

- a) Assuming the holder did not issue notices of non-payment, they will have to pay their subconsultants within certain timeframes. Specifically:
 - i) if the holder receives full payment of its proper invoice within 28 days, it must pay each subconsultant the amount payable to the subconsultant within seven days of receipt of payment from the owner (CA [Section 6.5\(1\)](#)); or
 - ii) if the holder receives only a partial payment of its proper invoice, they must pay the subconsultants from the amount paid by the owner within seven days of the holder's receipt of payment from the owner (CA [Section 6.5\(2\)](#)). When more than one subconsultant is entitled to payment, the holder has to follow these rules in distributing payment:
 - 1) if the amount not paid by the owner is specific to services supplied by particular subconsultants, then the remaining subconsultants must be paid (and any amounts the owner has paid the holder in respect of the subconsultants implicated in the dispute are payable to them on a ratable basis); and
 - 2) in any other case, the holder must pay its subconsultants on a ratable basis (CA [Section 6.5\(3\)](#)).

4. Prompt Payment in Relation to the Holder not Being the Prime Consultant

This section applies when the architectural services contract is not a prime contract (not directly with the owner such as when the holder is contracted to a design-builder or subcontracted to a prime consultant).

1. Proper Invoice:

- a) Relationship between holder's invoice and the design-builder's or prime consultant's proper invoice:

If the holder is in the role of a consultant to a design-builder or a subconsultant to a lead or prime consultant retained by the owner, the application of the prompt payment rules to the holder will depend on whether the design-builder or prime consultant gave a proper invoice to the owner and whether it included the services supplied by the holder.

If the holder has subconsultants of its own that it is required to pay under the prompt payment rules, then the holder may request from their client (who must respond "as soon as possible") confirmation of the date the client gave its proper invoice to the owner (CA [Section 6.6\(10\)](#)).

2. Notice of Nonpayment:

- a) Issuance of Notice:

If the client submitted a proper invoice to the owner that included the services supplied by the holder, then the client will owe payment obligations to the holder under the prompt payment rules unless it gives the holder a notice of non-payment.

The holder may receive two types of notices of non-payment from the client:

- i) one where the client wishes to rely on the owner's non-payment of their proper invoice as grounds for not paying the holder's invoice (form 1.2); or
- ii) one where the client disputes the holder's entitlement to payment for other reasons (form 1.3).

In the first scenario, the client's notice of non-payment must include an undertaking by them to refer the matter to interim adjudication with the owner within 21 days (CA [Section 6.5\(5\)\(a\)](#)). Refer to Practice Tip PT.10.5 for more information on construction dispute interim adjudication.

3. Payment:

- a) If the client's proper invoice was paid by the owner in accordance with the prompt payment rules (and provided it included the services performed by the holder), the client will be required to pay the holder within seven days of receiving payment from the owner unless it issues a notice of non-payment.
- b) The holder will, in turn, be required to make payment to its subconsultants or issue notices of non-payment accordingly.
- c) The rules for paying and disputing invoices of sub-subconsultants largely mirror the rules for paying or disputing invoices of subconsultants.

5. Prompt Payment Provisions in OAA Standard Contracts

The OAA standard form contracts contain various clauses of which holders should be aware that relate to prompt payment. Below is a summary of some of the relevant clauses using examples from the versions for use by architects:

1. Prompt payment provisions in OAA 600 contract:

- a) With respect to the OAA 600-2021A contract:
 - i) The contract has added definitions of "*Lien Legislation*" (which captures the prompt payment rules under the CA) as well as "*Proper Invoice*" (which aligns with the definition of "proper invoice" under the CA).
 - ii) A23 includes a field where the parties can insert what other information has to be included in the architect's "*Proper Invoice*" in addition to the minimum statutory requirements.
 - iii) The contract's payment terms, notably in A24 and GC12, require the client to pay the architect's proper invoices within 28 days, in alignment with the CA's prompt payment rules.
 - iv) Under the CA, if the contract does not specify an interest rate then the prejudgment interest A25 allows the parties to stipulate a rate of interest that applies to unpaid amounts. Note that the rate in the *Ontario Courts of Justice Act* applies (CA [Section 6.9](#)).
 - v) GC5.3 includes as part of the client's responsibilities the requirement to provide any legal, accounting, and insurance counselling services (including auditing services that the client may require to verify the contractor's applications for payment or an issue related to the prompt payment or adjudication provisions of the CA).
 - vi) GC10 provides the architect with the right to suspend services under certain conditions (listed in GC10) where the client has failed to pay the architect's proper invoice and failed to issue a notice of non-payment.
 - vii) In Schedule 2 of the contract, Section 2.1.1 includes a requirement for the architect to issue payment certificates within 10 days of receipt of the contractor's proper invoice. (This would amount to four days prior to when the owner has to issue its notice of non-payment to the contractor if it is going to dispute any portion of the proper invoice.)

2. Prompt payment provisions in OAA 800

- a) With respect to the OAA 800-2021A contract:
 - i) The contract has added definitions of "*Lien Legislation*" (which captures the prompt payment rules under the CA) as well as "*Proper Invoice*" (which aligns with the definition of "proper invoice" under the CA).
 - ii) The contract's payment terms, notably in A15, require the client to make payment of the architect's proper invoices within 28 days, in alignment with the CA's prompt payment rules.

3. Prompt payment provisions in OAA 900

a) With respect to the OAA 900-2021A contract:

- i) The contract's payment terms in A17 require the architect to pay the subconsultant within seven days of the architect's receipt of corresponding payment from the client, in accordance with the CA's prompt payment rules.
- ii) A14 of the contract requires the subconsultant's invoice to include all information and documentation the architect is required to include with its proper invoice under the prime contract.
- iii) A15 of the contract requires the subconsultant's invoice to be submitted at least five working days prior to the date the architect is required to submit its proper invoice under the prime contract.
- iv) In situations where the architect or client dispute all or part of the subconsultant's invoice, A16 obligates the architect to provide written notice in accordance with applicable "*Lien Legislation*" (which would include the CA's prompt payment rules).
- v) A17 allows the subconsultant to request confirmation from the architect as to when it included all or part of the amounts claimed in the subconsultant's invoice in the architect's payment application under the prime contract.

6. P3s and Other Procurements

Please note that different considerations and rules under the CA apply in the context of Public Private Partnership (P3), alternative financing and procurement (AFP) arrangements, and Integrated Project Delivery (IPD), which are beyond the scope of this Practice Tip.

References

Construction Act (CA), R.S.O., 1990, Chapter C.30.

[Ontario Court Forms – Construction Act](#)

OAA 600-2021

OAA 800-2021

OAA 900-2021

Practice Tip PT 10.5 *Construction Act* – Interim Adjudication

Canadian Handbook of Practice for Architects (CHOP)

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.

Construction Act – Interim Adjudication

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Summary

The *Construction Act* (CA) Part II.1 Construction Dispute Interim Adjudication provides for construction dispute interim adjudication. Adjudication is available to every contractual relationship in the construction pyramid where the contract relates to an improvement. Interim Adjudication may be used to resolve disputes as outlined in CA [Section 13.5](#) (1) or by mutual agreement. In relation to prompt payment rules and holdback release, interim adjudication may be mandated. In other circumstances, a party may choose to initiate interim adjudication. This Practice Tip addresses both situations in relation to the roles of a Certificate of Practice holder in a project.

Although interim adjudication has been in effect since October 2019, not everyone is aware of it, and it has not been utilized in situations where it could be of great benefit.

Note: Where the term “project” is used, it has the same meaning throughout as “improvement” in the CA. This is an over-simplification, but until the CA is clarified by amendment or court ruling, it is an appropriate approximation.

The CA contains Part I.1 Prompt Payment (the subject of Practice Tip PT.10.3) and Part II.1 Construction Dispute Interim Adjudication (the subject of this Practice Tip).

The information in this Practice Tip is organized under the following headings:

Summary

Background

Scenarios

1. Adjudication Process
2. Assisting the Client in an Adjudication between Owner and Contractor
3. Assisting the Contractor in an Adjudication between Owner and Contractor
4. Adjudication Between the Client and Certificate of Practice Holder
5. Responding to an Adjudication Initiated by a Subconsultant
6. Adjudication Provisions in OAA Standard Contracts
7. P3s and AFPs

References

Background

Prior to the 2019 amendments to the *Construction Act*, little could be done to quickly or inexpensively resolve construction disputes. The most common legal remedies involved liens or lawsuits, neither of which are inexpensive or quick.

The intent of the CA was to keep the money flowing at all levels in the construction pyramid. The primary mechanisms were a requirement for prompt payment and a process for interim adjudication of construction disputes (including payment-related issues). For convenience, interim adjudication may be referred to in this Practice Tip as simply adjudication.

Holders of a Certificate of Practice should be familiar with the requirements that apply:

1. To the prime or head contract (which could be between the owner and the contractor [e.g. a CCDC 2 contract], owner and construction manager [e.g. a CCDC 5B], or owner and each trade contractor [e.g. a CCDC 5A/CCDC 17 contracting structure]) when the holder is the payment certifier;
2. To the contract between the owner and the holder;
3. To the subcontract between the holder and the subconsultants;
4. To the subcontract between the prime consultant and the holder as a subconsultant; and
5. To the contract between the design-builder and the holder.

The same adjudication legislation applies in each of these situations, but the holder's role, responsibilities, and specific applicable clauses vary.

Holders should be particularly careful not to give legal advice to owners some of whom may be unfamiliar with the adjudication provisions. Owners should obtain legal advice about the responsibilities imposed on them by the CA, and about the timing and the wording of any notices or other documents related to adjudication.

Scenarios

1. Adjudication Process

1. Availability of Adjudication:

a) Types of Matters for which Adjudication is Available:

The availability of adjudication, and the applicable rules and procedures, are the same regardless of whether the adjudication is between an owner and contractor, between an owner and Certificate of Practice holder or, to a large extent, between a contractor (or holder) and their subcontractor (or subconsultant).

A party to a contract or subcontract may refer to adjudication a dispute respecting any of the following matters:

- i) The valuation of services or materials provided under the contract;
- ii) Payment under the contract, including in respect of a change order, whether approved or not, or a proposed change order;
- iii) Disputes that are the subject of a notice of non-payment under [Part I.1](#);
- iv) Amounts retained as set-off by trustee (CA [Section 12](#)) or as lien set-off (CA [Section 17](#).(3));
- v) Payment of a holdback (CA [Section 26.1](#)) or (CA [Section 26.2](#));
- vi) Non-payment of holdback (CA [Section 27.1](#)); and
- vii) Any other matter to which the parties to the adjudication agree, or that may be prescribed (CA [Section 13.5\(1\)](#)).

An adjudication may only address a single matter unless the parties agree otherwise (CA [Section 13.5\(2\)](#)).

In two notable instances, the referral of a dispute to adjudication is effectively mandatory. Specifically:

- i) In the case where a contractor or holder (as the case may be) has not been paid by an owner pursuant to the prompt payment rules, and the contractor or holder wants to rely on the owner's non-payment as the basis for refusing to pay subcontractors or subconsultants (CA [Section 6.5\(6\)](#)). Similarly, in the case where a subcontractor or subconsultant (as the case may be) has not been paid pursuant to the prompt payment rules by the contractor or holder and wants to rely on the contractor's or holder's non-payment as the basis for refusing to pay sub-subcontractors or sub-subconsultants (CA [Section 6.6 \(6\)](#)). See Practice Tip PT.03 *Construction Act* – Prompt Payment for more information on prompt payment.
- ii) In specific circumstances where the 10% statutory holdback has not been released (CA [Section 27.1\(2\)-\(3\)](#)).

With respect to the other matters for which adjudication is available, adjudication is not mandatory in the sense a party is not required to refer its dispute to adjudication. However, if a party does decide to refer a dispute to adjudication, the responding party is required to participate.

Some common examples of disputes that might be referred to adjudication include:

- a dispute over the failure to pay (whether pursuant to the prompt payment rules or otherwise);
- a dispute over the failure to issue a change order;
- a dispute over entitlement to payment of a claim (e.g. alleged delay costs); and
- in the case of a construction contract specifically, a dispute over a claim for payment the contractor has submitted that has been rejected by the owner or a finding of the consultant.

Additionally, the CA explicitly allows parties to refer any "other matter" to adjudication on which they agree. As a result, a contract may include language (possibly in the dispute resolution section) regarding certain additional types of disputes the parties are agreeing, in advance, to resolve by adjudication.

b) Timing for Bringing an Adjudication:

With respect to when an adjudication can be launched, an adjudication may not be commenced after the date the contract or subcontract is completed unless the parties agree otherwise (CA [Section 13.5\(3\)](#)). (The CA is unclear as to whether termination of a contract is considered the same as completion. This issue had not been ruled on by the courts at the time of writing this Practice Tip.) Additionally, a party may not refer a matter to adjudication if the matter is the subject of a court action or arbitration that has already been finally determined (CA [Section 13.5\(5\)](#)).

The CA does not prevent a party that is unhappy with the result of an adjudication from subsequently "re-disputing" the issue in court or arbitration.

Beyond this, there are certain defined timing constraints in the CA for when adjudications pertaining to certain types of disputes have to be launched (notably, adjudications compelled by instances of non-payment under the prompt payment rules or the non-release of holdback).

c) Dispute Resolution Clauses in Contracts

As noted, referring a dispute to adjudication does not prevent the parties from also litigating or arbitrating that same dispute. Therefore, Certificate of Practice holders should not ignore the dispute resolution provisions in their contracts as they will still be relevant and may even stipulate additional procedures that apply to an adjudication the parties may engage in pursuant to the *Construction Act*.

2. Process and Timing:

a) Initiating an Adjudication

- i) If a party to a contract or subcontract wishes to refer a dispute to adjudication, it must give the other party a written notice of adjudication that includes certain pieces of information, including the name of a proposed adjudicator (CA [Section 13.7\(1\)](#)).

b) Appointing an Adjudicator

- i) With respect to the appointment of an adjudicator, only an adjudicator listed on the adjudication registry may conduct an adjudication (CA [Section 13.9\(1\)](#)). The parties can either agree to an adjudicator or request the “Authority” (known as [Ontario Dispute Adjudication for Construction Contracts](#) [ODACC]) to appoint one (CA [Section 13.9\(2\)](#)). It is not possible to select an adjudicator in advance for future disputes by way of a clause in the contract (CA [Section 13.9\(3\)](#)).
- ii) If a proposed adjudicator does not agree to the appointment within four days after the notice of adjudication is given, the initiating party must request ODACC appoint the adjudicator (CA [Section 13.9\(3\)](#)). ODACC is to then appoint an adjudicator within seven days of receiving the request (CA [Section 13.9\(5\)](#)).
- iii) Within five days after the adjudicator has agreed or is appointed, the initiating party must provide the adjudicator with a copy of the notice of adjudication, the contract or subcontract, and any documents on which it intends to rely (CA [Section 13.11](#)).

c) Responding to a Notice of Adjudication

- i) The responding party will provide a written response after the adjudicator has been appointed (CA [Section 13.11.1](#)). Typically, once appointed the adjudicator will establish a timeframe for when the responding party has to deliver its response.

d) Adjudication Procedures and Powers of Adjudicator

- i) The adjudicator is given certain powers under the CA (in addition to any other powers specified in the applicable contract or subcontract). These include issuing directions for the conduct of the adjudication, obtaining the assistance of certain third-party advisors (e.g. contractor, architect, engineer, or accountant), and conducting an on-site inspection (CA [Section 13.12\(1\)-\(2\)](#)).
- ii) The procedures for the adjudication are set out in the CA and its regulations and will also be established by the adjudicator once it has been appointed. Additionally, as noted above, the applicable contract or subcontract may set out additional procedures that apply to the adjudication, but they cannot conflict with the provisions of the CA (CA [Section 13.6](#)).

e) Determination

- i) The adjudicator must issue its determination within 30 days of receiving the preliminary documentation from the initiating party, unless the parties and the adjudicator agree to an extension (CA [Section 13.13\(2\)](#)).

f) Consolidating Adjudications

- i) Multiple adjudications can be consolidated. Specifically, if a contractor (or holder) is engaged with the owner in an adjudication and is also engaged in an adjudication with its subcontractor (or subconsultant) over the same or a related matter, the parties to both adjudications may agree to adjudicate the disputes together (CA [Section 13.8\(1\)](#)).

If the parties do not agree, the contractor (or holder) may nevertheless require the consolidation of the adjudications (CA [Section 13.8\(2\)](#)). There are sometimes certain benefits to consolidating adjudications including efficiencies (from a timing and resource perspective) and ensuring a consistent result in the two disputes.

g) Adjudicator's Fee

- i) The adjudication fee must be agreed to by the parties and the adjudicator, otherwise it will be determined by ODACC (CA [Section 13.10](#)).
- ii) Payment of the adjudication fee is split equally between the parties (CA [Section 13.10\(3\)](#)). However, the adjudicator has the ability to order one party pay some or all of the other party's costs and any portion of the adjudicator's fee if the adjudicator determines that party acted in a manner that was frivolous, vexatious, an abuse of process, or other than in good faith (CA [Section 13.17](#)).

h) Amounts Payable

- i) A party required under an adjudicator's determination to pay an amount must make payment within 10 days of when the determination was communicated to the parties and failure to do so will lead to certain consequences (CA [Section 13.19\(2\)](#)). Notably, in the case where the successful party was a contractor or subcontractor, they will have the right to suspend work. They will be entitled to the reasonable costs they incur as a result of the suspension and any subsequent resumption of work (CA [Section 13.19\(5\)-\(6\)](#)).

j) Finality and Judicial Review of Adjudicator's Determination

- i) A party to an adjudication may, within a certain period, file the determination with the court. The determination will then be enforceable as if it were a court order (CA [Section 13.20](#)).
- ii) A party may apply to the Ontario Division Court to have an adjudicator's determination judicially reviewed. However, an adjudicator's determination may only be set aside on judicial review on certain (fairly narrow) grounds (CA [Section 13.18](#)).

2. Assisting the Client in an Adjudication between Owner and Contractor

1. Nature of assistance given.

A holder may be requested by their client to provide assistance where the client is engaged in an adjudication with their contractor.

The nature of this assistance may include, for example, providing factual information (such as invoices, payment certificates, or other project documentation). Beyond this, the client may request the holder to provide an assessment of the claims or assertions being made by the contractor.

In these cases, the holder should review the terms of the architectural services contract to confirm whether the type of assistance being requested is contemplated within the agreed upon scope of services or if it would amount to extra services.

If the holder does provide assistance, they should at all times act in accordance with the terms of their contract and the standard of care to which they are subject (which will often be set forth in their contract with the client). The holder should also be careful to maintain a position of impartiality in any assistance it does provide. Becoming a biased advocate for the client or otherwise providing assistance in a manner that does not comply with the holder's standard of care and other obligations may give rise to liability on the part of the holder.

3. Assisting the Contractor in an Adjudication between Owner and Contractor

1. Nature of assistance given.

The holder may be requested to provide assistance to a contractor in an adjudication between an owner and contractor, particularly in the context where the holder has been retained by the contractor directly (as may be the case on a design-build project).

Similar to the considerations outlined above with respect to a holder providing assistance to an owner, the architect should act with caution and provide any such assistance in accordance with its obligations and standard of care.

4. Adjudication Between the Client and Certificate of Practice Holder

1. Causes giving arise to adjudication.

As noted, a holder and their client may engage in adjudication under the CA and the considerations described above with respect to the availability and process of the adjudication will apply.

5. Responding to an Adjudication Initiated by a Subconsultant

1. Causes giving arise to adjudication.

A holder may find itself in the position of having to respond to an adjudication initiated by a subconsultant. The holder should first confirm the matter in dispute is capable of being adjudicated under the CA, and that the dispute is still able to be referred to adjudication (e.g. confirm the applicable subcontract has not already been completed).

The holder should also consult the terms of the subcontract to confirm whether other adjudication procedures are stipulated. The holder will then need to follow the rules regarding the appointment of an adjudicator and, once the adjudicator is appointed, follow the procedures set down by the adjudicator.

6. Adjudication Provisions in OAA Standard Contracts

The OAA standard form contracts contain various clauses of which holders should be aware that relate to adjudication. Below is a summary of some of the relevant clauses using examples from the versions for use by architects:

1. Adjudication provisions in OAA 600

- a) With respect to the OAA 600-2021A contract:

- i) Article A18 provides a field, with sample language pre-populated in the template contract form, for the parties to include with respect to how the Architect would be compensated for assistance it provides to the Client in connection with an adjudication. Further, GC 4.1.11 clarifies that the provision of services such as reviewing and revaluating additional drawings, specifications, change orders, or other documents, or increased levels of effort requested by the Client in connection with an Adjudication are to be treated as Extra Services.
- ii) The contract adds definitions for “Lien Legislation” (which includes the CA) and “Adjudication.”
- iii) GC 5.3 includes as part of the Client’s responsibilities the requirement to provide any legal, accounting, and insurance counselling services the Client determines to be necessary for an issue related to Adjudication.
- iv) The contract, in GC 11.4, provides the Architect with a right to terminate the contract if the Client fails to pay when due any amount payable to the Architect under an adjudicator’s determination.
- v) The contract stipulates in GC 12.5 that any amounts determined or resolved in favour of the Architect must be paid within 28 days of the determination or resolution or such shorter period as provided by Lien legislation (which, in the case of a determination made by an adjudicator under the CA, would be 10 days).
- vi) GC 15.1 explains the Architect’s obligations for retaining records with respect to a matter in dispute (which would include a matter that is the subject of an adjudication).
- vii) GC 16.2 of the contract’s dispute resolution provisions clarifies that disputes may be referred to Adjudication by either party.

2. Adjudication provisions in OAA 800

1. With respect to the OAA 800-2021A contract:

- i) The contract adds a definition of “Lien Legislation” (which includes the CA).

3. Adjudication provisions in OAA 900

1. With respect to the OAA 900-2021A subcontract:

- i) Article A16 states any dispute regarding an invoice or payment is to be resolved in accordance with the subcontract's dispute resolution provisions or, if applicable, Adjudication.
- ii) The subcontract adds definitions for "Lien Legislation" (which includes the CA) and "Adjudication."
- iii) In GC 8.4, the subcontract states that where a single policy of insurance includes both the Architect and Subconsultant as insured, the Subconsultant agrees to pay its share of any deductible in accordance with any determination of responsibility, whether by settlement, Adjudication, dispute resolution, or other formula agreed by the parties.

7. P3s and AFPs

Please note different considerations and rules under the CA apply in the context of Public Private Partnership (P3), alternative financing and procurement (AFP) arrangements, and Integrated Project Delivery (IPD), which are beyond the scope of this Practice Tip.

References

Construction Act (CA), R.S.O., 1990, Chapter C.30.

[Ontario Court Forms – Construction Act](#)

OAA 600-2021

OAA 800-2021

OAA 900-2021

Practice Tip PT.10.3 *Construction Act* – Prompt Payment

Canadian Handbook of Practice for Architects (CHOP)

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Memorandum

To: Council

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FOR COUNCIL MEETING

December 1, 2023

(open)

ITEM: 4.13

From: Farida Abu-Bakare - Chair c/o Registrar, Christie Mills

Date: November 14, 2023

Subject: Mentorship Guide Update

Objective: Council approval of updated Mentorship Guide content.

This year the Interns Committee organized its efforts around the Council approved work plan which included an update to the Mentorship Guide. The Guide seeks to provide specific information regarding the Internship in Architecture Program and clarify the expectations and responsibilities of the Intern Architect/Student Associate, the Mentor/Advisor, the Supervising Architect, and the Place of Employment. As identified from the Council planning session, the Guide was to be updated to include more information related to Supervisor accountability and responsibility in the IAP.

Attached is the draft Mentorship Guide content revisions which have been updated to consider:

- Inclusive language;
- Transition from CALA to ROAC;
- Remove references to Licensed Technologist OAA;
- More information related to Employer and Supervising Architect role;
- Housekeeping edits.

The Appendix is in redlined draft form for content review only. If approved, the document will be edited and finalized by the Communications team with the final product graphically similar to the [existing version](#).

Action



Ontario Association
of Architects

It was moved by....and seconded by.....that Council approve the content updates to the Mentorship Guide.

Attachments

Appendix A – DRAFT Mentorship Guide 2023

Mentorship Guide

DRAFT

A Special Note of Thanks

A special note of ~~thanks~~ appreciation ~~for~~ to all current, past, and future Supervising Architects and Mentors. Thank you for your interest and dedication to your profession by helping Intern Architects meet the requirements of the IAP! Your support of the future of the architectural profession in Canada is greatly appreciated.

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Introduction

There is a long tradition of mentoring in architecture, originating from the master builder teaching a chosen apprentice the skills required to one day succeed them. While architecture has evolved since those days, the profession still relies on this transfer of knowledge to move forward effectively.

With an ever-increasing reliance on technology and ~~thean~~ incredible amount of information at our fingertips, it has become easy to find alternatives to mentorship. While these alternatives may indeed be helpful, mentorship remains an incredibly useful tool for navigating ~~through~~ the increasingly complicated profession that is architecture, and benefits not only the mentee, but the mentor and architectural profession as well.

In Canada, the provincial and territorial self-regulating licensing bodies—collectively known as Regulatory Organizations of Architecture in Canada (ROAC)—have ~~the a~~ mandate to establish the criteria and process for granting licensure as an Architect. Mentors and Supervising Architects



play a critical role, with each Intern Architect required to have ~~eachone~~ involved in the process of recording professional experience.



The ROAC bodies ~~They~~ have determined that licensure can occur upon the successful completion of several key elements:

Education	Experience	Examination
<ul style="list-style-type: none"> • Completion of a professional degree/diploma in architecture from a post-secondary institution; or • completion of the <u>Royal Architectural Institute of Canada (RAIC) Professional Diploma in Architecture.</u> <p><i>Professional degree/diploma <u>must</u> needs to be certified by the <u>Canadian Architectural Certification Board (CACB).</u></i></p>	<ul style="list-style-type: none"> • the prescribed hours of experience set out in the <u>Internship in Architecture Program (IAP).</u> 	<ul style="list-style-type: none"> • the <u>Examination for Architects in Canada (ExAC);</u> or • the <u>Architect Registration Examination (ARE).</u>

In addition to these, each ~~CALA~~ ROAC jurisdiction may have additional requirements that must be met prior to licensure. In Ontario, all Intern Architects must complete the OAA Admissions Course ~~and the Ontario currency of experience requirement.~~

In order to ensure the future of our profession and encourage the next generation of Architects, everyone must play a key role in the Intern Architect's successful completion of the IAP. By engaging in and passing on years of valued experience, and with continued support and guidance, Architects can ensure that ~~the~~ future generations of the profession will continue to learn and develop, ~~professionally to carrying carry~~ on this important role with expertise and dedication.

This guide seeks to clarify the expectations and responsibilities of the **Intern Architect/Student Associate**, the **Mentor/Advisor**, the **Supervising Architect**, and the **Place of Employment**.



The Intern Architect and Student Associate

1.1. Eligibility

After graduating with [either](#) a professional degree in architecture or the RAIC Professional Diploma in Architecture, and having their education certified by the Canadian Architectural Certification Board (CACB), each graduate is eligible to apply for Intern [Architect](#) status with the OAA. Once the application is approved, the new Intern Architect can then begin fulfilling the requirements of the Internship in Architecture Program (IAP).

It should be noted that prior to holding Intern Architect status, OAA Student Associates may [also log a portion of](#) hours toward the Canadian Experience Record Book (CERB) if certain requirements are met ([including securing a Mentor and Supervising Architect](#)). [Refer to the OAA's Website](#) for more information on how to log hours as a Student Associate.

1.2. Responsibilities

As the program participants, Intern Architects and Student Associates ~~are~~bear full responsibility for completing all aspects of completing the IAP.
This means they must:

- Become familiar with the IAP manual, appendices, and related documents;
- Become familiar with the *Architects Act*, Regulation 27s, and OAA By-Laws, and other relevant legislative documents in Ontario;
- ~~Adhere to regular CERB submissions to the OAA as outlined in the IAP, and be aware of the OAA's policy regarding CERB submissions, including deadlines and penalties for late submissions; and-~~
-
- Keep their Place of Employment, Supervising Architect, and Mentor information current with the OAA. (Before changing their Place of Employment, Intern Architects and Student Associates should ensure their work experience will meet the requirements of the IAP. Further, they should obtain sign-off on hours *prior* to informing an employer of their intent to part ways—it can be very difficult to get sign-off after departing a previous Place of Employment .

Interns may be eligible to record experience gained in a foreign jurisdiction, but should confirm with the OAA before claiming this experience to ensure it satisfies the requirements of the IAP.

The OAA has policies related to parental leave, financial hardship, leave of absence, etc. This information is available on the OAA's Wwebsite. Alternatively, Intern Architects are encouraged to contact the IAP staff at iap@oaa.on.ca directly for further information.

For candidates wishing to utilize an alternate method to obtain licensure such as the RAIC Syllabus Program or the Broadly Experienced Foreign Architect Program (BEFA), please contact the IAP staff at iap@oaa.on.ca for specific requirements and additional details.

1.3. Selecting a Mentor/Advisor

The mentoring relationship epitomizes the profession's ~~historic~~ apprenticeship system and emphasizes the importance of relationships

in a [collaborative](#) and collegial profession. Intern Architects and Student Associates should select a Mentor/~~Advisor~~ willing to commit to their professional growth, and it should be someone with whom they connect on multiple levels. IAP Mentors must be an Architect, or Retired Member with the OAA and independent from ~~your~~ the Mentee's employment situation. Finding a Mentor early on in one's career (even as a student is

not too early!) is recommended, as a Mentor has experience and advice that is immeasurably helpful to any Intern.

Meeting potential Mentors can often be challenging, but there are a number of ways Intern Architects and Student Associates can search for find one:

- Search through the Mentor Directory, accessible by logging in through the OAA Website (this resource allows searches to be refined with various criteria to narrow down results to an ideal match);
- Use professional networks—including professors, peers, friends, family members, or colleagues; and
- Attend events hosted by your a Local Architectural Society, as well as other e-
- Events, lectures, and conferences, as these are opportunities to further one's knowledge of architecture and to grow a professional network.

When choosing a Mentor, Intern Architects/ and Student Associates should take into consideration this individual's ability to provide confidential support and guidance beyond the workplace on a career scale, keeping in mind a successful Mentor/Mentee relationship may continues beyond licensure.

Other suggested criteria in selecting a Mentor/~~Advisor~~ include:

- Individual Qualities: A Mentor/~~Advisor~~ and an Intern Architect/Student Associate should have a good connection—an ideal Mentor will be an active listener and communicator, observe confidentiality, and be a patient, responsible, and encouraging role model committed to their Mentee's professional and personal success;
- Availability: Intern Architects and Student Associates should seek a Mentor/~~Advisor~~ who is able to provide the support ~~their~~ needed—they should ~~s~~ think about such factors ~~such~~ as their current career demands, availability, approachability, other mentorship commitments, and physical distance; and-
- Professional Experience: Intern Architects and Student Associates should cConsider the knowledge, experience, and networking opportunities offered by a Mentor and assess whether they would like to follow a career path similar and have similar challenges in front of them.

1.4. Selecting a Supervising Architect

While the provision of proper training and direction may fall down the list of priorities when pursuing employment for many Intern Architects, it should be addressed during the interview process. (Similarly, one may also consider asking whether or not your prospective employer covers professional fees). An employer that values knowledge and skill development is an employer that values their staff and the profession; everyone, regardless of age or experience, requires direction and guidance throughout their career.

1.5. Experience

While at their Place of Employment, Intern Architects accumulate hours of experience toward the required minimum of number of hours in specific categories as set out in the IAP Manual and detailed in the Canadian Experience Record Book (CERB). ~~—refer to Appendix B, available on the OAA's Website outlines, for~~ additional requirements in Ontario. These hours must be completed under the supervision and direction of the Supervising Architect and then reviewed by the Mentor.

It is the Intern Architect's responsibility to be aware of their employer's commitment to their career growth. This means keeping their Employer and associated Supervising Architect aware of their needs in the context of their career progression and the IAP, and reminding them if they feel opportunities are not being provided. If the Intern Architect experiences an employer who is either unable or unwilling to accommodate the requirements of the IAP, it is recommended they consult with their Mentor/Advisor to help manage expectations for all parties involved.

1.6. OAA Admission Course

The OAA Admission Course is a mandatory requirement for licensure for all Intern Architects in Ontario. It covers topics related to regulatory matters, legal issues, and information specific to the practice of architecture in Ontario. More information about the OAA Admission Course can be found on the OAA Website.

1.7. Examination

After meeting the minimum experience requirements, Intern Architects may write the Examination for Architects in Canada (ExAC). For more information on the exams, refer (early and often) to the ExAC website at, www.exac.ca.

Alternatively, Intern Architects have the option of writing the Architect Registration Examinations (ARE). For more information on the ARE, visit www.ncarb.org, and click on “Pass the ARE”.

1.8. Licensure

Once an Intern Architect has successfully completed each element of the IAP (Education, Experience, Examination), they are eligible to apply for membership licence and become an Architect in Ontario. Obtaining a licence is a huge achievement with several key advantages:

- Architects, under law, have a protected title and a protected scope of work that allows them to design specific types of buildings that no other person in Ontario can legally undertake. This protected scope of work is one of the key features of our legislation and is critical to ensuring Architects are responsible for the present and future of our built environment.
- Architects are able to contribute to the profession ~~a~~ with a high level of credibility as they are well-respected by peers, clients, and members of the public.
- Employers may obtain more work if they have more licensed professionals on staff. Clients often expect an Architect to be heavily involved in their project, usually at the head of the team.
- Leadership and aAutonomy in many practices is often more readily obtainable by those with licences.
- While earning the title of Architect cannot guarantee an immediate increase in salary or promotion, it generally raises this ceiling.
- Obtaining a licence provides ~~you a~~ distinct, competitive edge.
- Only an Architect can personally supervise and direct a practice of architecture.

1.9. Tips for Being a Successful Intern Architect/Student Associate

- ~~It is important to know~~ the categories that make up the CERB. These are the areas of experience an Intern Architect ~~you need~~ to complete to become an Architect, and knowledge of the categories allows one to take better advantage of their working experience. The 17 categories in the IAP 2020 (fourth edition) have been included and defined after careful and ongoing consideration by provincial and territorial licensing bodies. ~~a~~ –Please note that these evolve with the profession and may change during ~~your one's~~ internship.
- ~~It is good to remember that obtaining~~ the required hours is ~~not~~ the most important thing about being an Intern Architect. Rather, the reason the IAP exists is to ensure Architects have the necessary competency to practise responsibly. This isn't a race!
- While it is important to find a Mentor early, it is more important to ~~but~~ select someone appropriate with whom you can connect on a personal level and is genuinely interested and willing to help.
- An Intern Architect or Student Associate should never ~~Don't be~~ afraid to ask. Architects never stop learning; know what you know, and know what you don't know. (Along these same lines, one should never hesitate to contact the OAA if there are any questions or concerns.)
- ~~Write your exams early. The amount of knowledge accumulated during exam preparation is often understated, and is all applicable to your career. Study hard—it's all useful!~~
- The OAA can always be contacted if there are concerns or /questions.



The Mentor/Advisor

A Mentor/Advisor provides confidential professional guidance and advice to the Intern Architect or /Student Associate's career development and goals, independent of the latter's Place of Employment. They proactively engage and encourage the Mentee throughout not just the IAP, but also through other career milestones and challenges.

1.10. Eligibility

Intern Architects and /Student Associates must have a Mentor/Advisor who is an Architect or Retired Member with the OAA and is not employed in their Place of Employment. Advisor.

The Mentor's role is typically less structured than the Supervising Architect's, and is expected to evolve during both the Mentor's and Mentee's careers. The Mentor/~~Advisor~~ can discuss with the Intern Architect/Student Associate their workplace concerns, their career choices and objectives, and other issues related to the profession, without the prescribed restrictions or responsibilities of a Supervising Architect. The Mentor acts as an independent advocate, and provides information and a perspective that is separate from the role of the Supervising Architect. Essentially, they act as a career advisor.

1.11. Responsibilities

A successful and effective Mentor:

- Fosters a safe place to discuss concerns and challenges faced in the workplace;
- Offers guidance in finding solutions to professional challenges;
- Meets with the Mentee to review their CERB prior to each submission (this includes reviewing progress that the requirements and objectives of the IAP are being met—more—More frequent meetings are encouraged to review progress towards identified career goals and objectives, work experiences, understanding of professional practice responsibilities, and to ultimately foster a healthy and professionally supportive relationship;
- Advises the Mentee on items related to obtaining the required experience in the subject areas of the CERB. (if there are concerns, the Mentor should contact the IAP staff at- iap@oaa.on.ca- as c Contacting the Supervising Architect or Place of Employment directly may not be an appropriate) solution;
- Shares insights/concerns/recommendations about the Intern Architect or /Student Associate, within the CERB submission;
- Discusses career objectives and broader issues related to the profession;
- Remains sufficiently aware of the Mentee's responsibilities, experience, and progress; and-
- Invites the Intern Architect or /Student Associate to their office or to see their projects, where possible and practical.

In the event the Mentor can no longer fulfil their role, they must notify the Intern Architect or /Student Associate in a timely manner and assist them in finding a new Mentor if possible.

1.12. Mentor/Advisor and Intern Architect/Student Associate Meetings

In order to assist the Mentor in understanding the importance of their role and what is expected when they meet with the Intern Architect or /Student Associate, template Agendas have been developed (Appendix 1) for initial and follow-up meetings.

In an effective mentoring relationship, an Intern Architect or /Student Associate will learn from the leadership and support of their Mentor. Mentoring can occur in a variety of ways. At a minimum, the Mentor must meet (or if unable, converse) with the Mentee prior to each submission of their CERB. Refer to the IAP for more information on CERB submissions.

More frequent meetings are highly recommended to provide a better understanding of the Intern Architect or /Student Associate's goals and work experience during their IAP progress. If a Mentee is facing concerns relating to their required experience in the workplace, the Mentor should assist in facilitating a productive solution and provide career guidance. Regular contact between CERB submissions will offer more opportunities for Mentors to take on a positive and influential role in the Mentee's development.

When the Intern Architect or /Student Associate and Mentor are planning to connect, thought should be put into ~~consider~~ the meeting type/location and topics of discussion. In-person sessions are recommended, but if this is not possible, then ~~or virtual e-~~mentoring is an alternative .

-In-person meetings can occur in a variety of settings, including libraries, cafés, or offices. Regardless of the selected location, it is important to ensure the setting is quiet and private enough to facilitate a meeting for productive, open, and safe conversation.

1.13. Topics of Discussion

It is important for Intern Architects or /Student Associates and Mentors to actively engage each other by preparing for each meeting with topics and questions ready for discussion. During the initial meetings, discussion can begin with an introduction to each other's backgrounds and with developing a framework for how the Mentor can provide assistance and support during ~~those~~ Intern's initial steps in the IAP and a career in architecture. As the professional learning curve can be quite formidable, it is expected that the conversation will delve into employment-based challenges and helpful advice.

Subsequent meetings can concentrate on reviewing current progress, obstacles, and meeting goals within the targeted timeframes. Appendix 1 ~~lists~~ has some suggested topics to guide both initial and subsequent meetings between Intern Architects and their Mentors.

In Ontario, Continuing Education (ConEd) hours are available for performing the duties of a Mentor. Contact the OAA Continuing Education staff at OAAConEd@oaa.on.ca for more details.

Below:

3.5. Tips for Being a Successful Mentor

A successful Mentor will:

- ~~Don't stop at just one mentee. Interns need all the good Mentors they can get!~~
- Not be afraid to say no—if they feel they are not a good match for a Mentee or do not have the necessary time, then someone else will-may be better. ~~(This is a long-term relationship and a terrific opportunity for both parties);-~~
- Be responsive—there are many demands on an Architect's time, so if they can be difficult to reach, it is a good idea to ~~then~~ work out a system with your the Mentee on how to circumnavigate your full voicemail and cluttered inbox;:-
- Remain open-minded. ~~(it can be You will be surprised at what a Mentee can teach!);-~~
- Reflect on their own ~~your~~ experience becoming an Architect and any significant or specific challenges they ~~you~~ may have faced—sharing these experiences with an Intern Architect with a similar background or path to licensure can be invaluable to their success in the IAP and beyond;:-
- Never hesitate to broaden the conversation to include topics on the periphery of the profession—maintaining a healthy work/life balance, starting a business, and raising a family are all topics that can help shape an Intern's career and deserve to be discussed;:- and
- Familiarize themselves with Ontario's *Employment Standards Act*, and what rights those working in the profession of architecture have (or don't!) as well as the Human Rights Code,
R.S.O. 1990, c. H. 19, s. 6 'Vocational Associations' to which the OAA adheres.).
- ~~A Mentor should not~~ Don't hesitate to contact the OAA and/or the Intern Architect's Supervising Architect if necessary. ~~Interns~~ In the case of the former, a Mentee may not be aware that the OAA is there to assist, or who they can reach out to if they run into problems. Contacting the Supervising Architect is always an option, but this may take some finesse and may not necessarily be a good idea depending on the issue on hand.



The Supervising Architect

The Supervising Architect provides detailed and frequent direction and guidance to the work and learning experience of the Intern Architect or /Student Associate, at the Place of Employment, which is typically an architectural practice. The Supervising Architect is an architect or Licensed Technologist OAA who and recognizes the value in licensure and supports the Intern Architect or /Student Associate throughout the IAP. They respond to the requirements of the IAP, providing the Intern Architect/Student Associate with the opportunities to complete the prescribed hours in a timely manner, and understand that investing in a well-trained Intern Architect will benefit the company. Recent graduates may not always see the value in licensure, and the Supervising Architect is well-positioned to illustrate the benefits.

.1. Eligibility

Intern Architects and /Student Associates accumulate IAP experience hours under the personal supervision and direction of the Supervising Architect, in either an architectural practice or other eligible architectural employment situations. Pre-approval by the OAA may be required for “other” eligible employment situations.

.2. Responsibilities

Among their responsibilities, the Supervising Architect:

- Guides the Intern Architect to develop an understanding of the profession and the practice of architecture by providing opportunities, work assignments, and experiences fulfilling the requirements of the IAP:-
- Remains familiar with the IAP’s objectives, experience requirements, and documentation processes:-
- Provides detailed comments on the Intern Architect’s CERB prior to submission- (sSince the Supervising Architect has first-hand knowledge about the work of the Intern Architect, they ensure the information submitted is accurate—written comments from the Supervising Architect provide insight on the Intern Architect’s progress to the OAA:-
- Reviews the CERB submission in a timely manner, certifying that the Intern Architect has completed the hours submitted:-
- Assists the Intern, when necessary, in responding to questions from the OAA:-
- Rreviews, with the Intern Architect, the Periodic Assessment Form (PAF) the OAA provides after each CERB submission has been reviewed and approved:-
- Assists the Intern Architect in understanding the practice of architecture in the context of their Place of Employment and current projects; and-
- Provides s guidance to the Intern Architect about resources to increase skill and knowledge.



.3. Supervising Architect and Intern Architect/Student Associate Meetings

Intern Architects and /Student Associates are expected to schedule meetings at regular intervals with their Supervising Architect to review completed work in the context of the IAP. At the same time, it is the Supervising Architect's responsibility to respond to, attend, and be of reasonable assistance in these meetings.

These opportunities provide Supervising Architects with an opportunity to help the Intern Architect or /Student Associates gain a more comprehensive understanding of professional expectations and objectives. A recommended goal is to meet every three to four months to review progress. These meetings should be open and honest discussions to assess completed work and to strategize on future direction.

.4. Topics of Discussion

Topics of discussion at these meetings can include:

- Expectations of the Intern Architect and /Student Associate;
- Expectations of the Employer and /Supervising Architect;
- Strengths/weaknesses of the completed work;
- Areas for improvement (for both parties);
- Workplace challenges;
- Expected opportunities and responsibilities for the Intern that may arise as projects evolve/change;
- Sufficient tasking and direction for ~~Whether~~ the Intern Architect or /Student Associate, ensuring they gain the necessary exposure and opportunities to fulfill their required hours;
- Anticipated timeline/strategy to complete ~~of~~ all sections of the CERB; and
- Employer and /Supervising Architect's timeline of current projects and what the Intern Architect or /Student Associate's role will likely be.

.5. Tips for Being a Successful Supervising Architect

To be successful, a Supervising Architect should:

- Ensure ~~they~~your Place of Employment has dedicated resources to support the Intern Architect(s) or Student Associates(s) ~~you they~~ are supervising:-
- Communicate clearly and often—~~if~~ - If an Intern Architect's career choices are leading them down a different path, make sure it i's a deliberate choice and not due to lack of guidance:-
- Provide direction and exposure to experience categories required by the CERB- (if an Intern Architect is struggling to complete the hours they need, discuss the issue with management):-
- Challenge Intern Architects to be their best, while offering support and guidance-; and
- Use ~~they~~your own experiences to help ~~them~~you empathize and guide, providing resources wherever possible. What did you find most helpful when you were an Intern Architect? What was an effective way to study for your licensing exams? What has helped you over the years to get to your current position?
- Be a Role Model: Lead by example and demonstrate professionalism, integrity, and ethical conduct in your own work. Show the Intern Architect what it means to be a successful architect by modeling good practices and conduct.
- Foster a Supportive Environment: Create a positive and supportive work environment for the Intern Architect/Student Associate, where they feel comfortable asking questions, seeking guidance, and sharing their ideas. Encourage open communication and provide constructive feedback to help them grow.
- Be a Role Model: Lead by example and demonstrate professionalism, integrity, and ethical conduct in your own work. Show the Intern Architect what it means to be a successful architect by modeling good practices and behaviors.
- - Foster Diversity and Inclusion: Create an inclusive and diverse workplace that values different perspectives and backgrounds. Foster an environment where everyone feels respected, heard, and included.
- _____
- _____

The OAA can be contacted if there are any concerns or questions.



The Place of Employment

The Place of Employment is an important part of mentorship, but it is often overlooked as it is n^ot specifically mentioned in the IAP, and mentorship can fall off the list of priorities in some companies. Many in the industry feel that the Place of Employment is where the mentoring culture fails most noticeably as the investment of time and resources may not yield immediate returns. A forward-thinking employer should be aware of the general requirements and commitment required of the IAP, and should encourage its staff to pursue licensure.

The investment into licensure and a strong mentoring culture is beneficial to all parties involved, and the profession at large. An increased and shared knowledge base speaks to overall competency, culture, design, and document quality.

A better studio culture and quality of design and documentation will be its own return on investment and will likely generate more work and repeat clients. The future of a practice relies on the time and investment it commits to its studio culture.

5.1. **Eligibility**

Every architectural firm has the capacity and responsibility to foster a healthy mentoring culture. Any architectural studio practising under a Certificate of Practice with the OAA is eligible to be a Place of Employment for the IAP.

Architectural employment may be acceptable if pre-approved by the OAA, and gained in the employ of a government agency, crown corporation, or institution having a department or office that deals primarily with architectural design and construction as an 'owner' and is certified by an Architect who is employed in the same entity and who personally supervised and directed the architectural experience. Please contact the OAA to discuss employment situations and their eligibility for the IAP.

IAP mentorship requires a Supervising Architect who is an Architect licensed in the jurisdiction in which the Intern Architect or /Student Associate is gaining the architectural experience, and not every employment situation is eligible. Questions about the eligibility of employment situations should be directed to the OAA's IAP staff in the Office of the Registrar.

5.2. **Responsibilities**

An ideal Place of Employment:

- Provides Supervising Architects with the time and resource allowances to effectively guide and assist Intern Architects;
- Communicates with Supervising Architects to ensure they understand the importance of their role in the growth of all staff; and-
- Offers opportunities for Intern Architects to gain experience in the many categories of the IAP, both in the office and on site.
- Fosters a Supportive Environment: Create a positive and supportive work environment for the Intern Architect/Student Associate, where they feel comfortable asking questions, seeking guidance, and sharing their ideas. Encourage open communication and provide constructive feedback to help them grow.

- Fosters Diversity and Inclusion: Create an inclusive and diverse workplace that values different perspectives and backgrounds. Foster an environment where everyone feels respected, heard, and included.
- Supports Professional Development Opportunities: Identify and provide opportunities for the Intern Architect/Student Associate to enhance their skills and knowledge through workshops, seminars, conferences, or relevant training programs.
- Professional Networking: Facilitate opportunities for the Intern Architect/Student Associate to network with other professionals in the architecture industry, such as attending industry events or introducing them to relevant contacts.
- Cultural Competence and Diversity: Promote cultural competence and diversity awareness, encouraging the Intern Architect/Student Associate to consider the social, cultural, and environmental contexts in their architectural practice.
- - Professional Liability and Risk Management: Educate the Intern Architect/Student Associate about professional liability issues and risk management strategies in architectural practice, emphasizing the importance of thorough documentation and adherence to industry standards.

5.3. Reasons for Encouraging Licensure

A strong mentorship culture can be a terrific selling feature when it comes to staff acquisition and retention. Here are some other reasons for encouraging licensure:

- Architects typically are eligible for a higher salary than Intern Architects;
- There is a level of proficiency that peers and clients expect of an Architect; and-
- Employers may obtain more work if they have more licensed professionals on staff—c. Clients often expect an Architect to be heavily involved in their project, usually at the head of a team

5.4. **Tips for Fostering a Supportive Work Environment**

Tips for fostering a supportive work environment include:

- Maintaining a resource library that should include content for ExAC preparation;
- Being familiar with the requirements of the IAP to better gauge the capabilities and progress of Intern Architects or Student Associates;
- Encouraging staff to pursue a professional architectural degree if they are undecided (and would make a good Architect)—if the traditional route of obtaining the professional degree in Canada is not feasible, there are other options, such as the RAIC's Syllabus program;
- Providing, if possible, incentives for career advancement (e.g., exam fee remuneration, IAP milestone bonuses, etc.);
- Striving to ensure that opportunities are available for Intern Architects to complete the more challenging requirements of the IAP;
- Communicating regularly with Mentees to determine how you to can help manage the steep learning curve that is the path to licensure (in many cases, small amounts of effort can have a big impact if strategically implemented); and
- Covering professional fees for Intern Architects and s, Architects, whenever possible, and Licensed Technologists OAA.

The OAA can be contacted with any -concerns or /questions.



FAQs

Q: What if I have questions about the internship process or the IAP?

If at any time you have questions regarding your internship or the IAP, the best place to start your query is with the person(s) at the OAA responsible for the IAP. Contact the Association's IAP staff at iap@oaa.on.ca.

Q: I am applying to the Internship in Architecture Program. How do I find a Mentor/Advisor?

If you are a potential Intern Architect, you should first try to find a Mentor through your own personal networks. This can include friends, relatives, professors, colleagues, or former Supervising Architects. Ideally, you should find a Mentor with whom you can establish a positive and supportive connection.

Those who are new to Ontario, or have difficulty finding a Mentor/~~Advisor~~, can contact [access the Association's Mentor Directory on the the OAA Website](#).

Q: Can an Intern Architect change their Supervising Architect or Mentor/~~Advisor~~ anytime during their internship?

Yes. The Intern Architect must notify their local jurisdiction by submitting a confirmation of employment or mentor letter. Sample templates are available on the OAA [Website](#).

Q: If I am an Intern Architect temporarily working outside of Ontario, can my Mentor/~~Advisor~~ remain the same?

Yes. Intern Architects and their Mentors are still expected to keep in touch regularly to review the CERB submissions within the usual submission guidelines. Intern Architects can set up these meetings through phone, email, or video calls if they are unable to meet in-person.

Q: Who can be a Mentor/~~Advisor~~?

Any Architect or anyone with retired member status with the OAA in Ontario can be a Mentor, but they cannot be employed at the same company as the Intern [Architect or](#) /Student Associate.

Q: Can a Mentor/~~Advisor~~ be a Supervising Architect?

Not simultaneously for the same Intern [Architect or](#) /Student Associate. A Mentor/~~Advisor~~ cannot be someone at your Place of [Employment](#), but they can be a former Supervising Architect.

Q: Can Mentors have more than one mentee?

Yes. Mentors can assume this role for more than one Intern Architect [or](#) /Student Associate as long as they are able to allocate the required level of commitment and attention to each.

Q: Can Mentors earn Continuing Education System learning units for their participation?

Yes. Please refer to the [OAA Website](#) for more information.

Key Terms & Suggested Reference Material

Appendix B – This document, specific to each Regulatory Organizations of Architecture in Canada (~~GALA-ROAC~~) jurisdiction, outlines the specific ~~GALA-ROAC~~ requirements of each jurisdiction that is different due to the respective governing legislations.

Architect – The holder of a licence to practise architecture.

Architect Registration Examination (ARE) – The U.S. Licensing Exam is the ARE and is accepted in lieu of ExAC in Ontario. It is important to note that the individual ~~GALA-ROAC~~ jurisdictions agree to recognize the ARE under the MRA, and that some ~~GALA-ROAC~~ jurisdiction~~s~~ DO NOT accept the ARE for licensure for domestic individuals.

Canadian Architectural Certification Board (CACB) – CACB is the primary organization for architectural certification and accreditation in Canada.

Canadian Experience Record Book (CERB) – The purpose of the CERB is to provide the Intern Architect with a tool to record the mandated architectural experience, and to enable the ~~ROAC GALA~~ jurisdiction to verify and assess this experience. The Intern Architect is responsible for maintaining a record of the required architectural experience in the CERB. This record has several functions, including identifying. ~~For the Intern, it identifies areas where architectural experience is being gained and areas where deficiencies exist.~~ The Intern Architect can also use the CERB as a tool in discussions with the employer to ensure they are getting suitable work experience in each of the required categories. For the Supervising Architect, it is an assessment and personnel management tool.

Certificate of Practice – This means a Certificate of Practice to engage in the practice of architecture as set out in the *Architects Act*.

The Examination for Architects in Canada (ExAC) – The ExAC was developed to test the minimum standards of competency acquired by an Intern Architect during the internship period, to ensure both public safety and the professional and skilled delivery of architectural services.

Intern Architect – The Intern Architect status reflects enrolment in the Internship in Architecture Program (IAP)—a national program that provides a pathway for Intern Architects to become licensed as Architects. The Regulatory Organizations of Architecture in Canada (ROAC) ~~Canadian Architectural Licensing Authorities (CALA)~~ in each province and territory have statutory obligations to set and maintain standards of education, experience, and examination for entry to the profession of architecture, with the OAA overseeing the IAP in Ontario.

Internship in Architecture Program (IAP) – The Internship in Architecture Program (IAP) is one of the paths to licensure for an architect becoming licensed in Ontario. The IAP has been established by the licensing authorities (ROAC~~CALA~~) to continue to maintain a program of architectural licensing in Canada that is both meaningful and effective. Licensing requirements are set out in the legislation that governs each jurisdiction, and within that framework, the ROAC~~CALA~~ created a national program to support mobility and facilitate licensure. To become licensed in Canada, a person must demonstrate competency and qualifications as set out in the respective Legislation and Regulations to provide architectural services to the public.

National Council of Architectural Registration Boards (NCARB) – NCARB administers the ARE and the Architectural Experience Program (the U.S. approximate equivalent of ROAC~~CALA~~'s IAP).

Periodic Assessment Forms (PAF) – Each CALA jurisdiction will provide a summary or approve a summary of the total hours approved to date on a PAF and may make comments or suggestions it believes will benefit the Intern. These comments should serve to reinforce the advice already given to the Intern by the Supervising Architect and Mentor.

Regulatory Organizations of Architecture in Canada (ROAC) – ROAC represents nationally the architectural regulators in Canada. These provincial and territorial self-regulatory bodies are responsible for setting the standards for entry into the profession and for issuing licences to those who meet established standards of qualifications and practice. The regulators govern the practice of architecture in order that the public interest is served and protected within their respective province or territory. Through ROAC, the Canadian architectural regulators work collectively to develop and adopt nationally recognized standards and programs that help to meet their regulatory responsibilities as well as the needs of the architectural profession.

Suggested Reference Material

[IAP Manual](#)

[Appendix B](#)

[Schedule A](#)

[Canadian Handbook of Practice \(CHOP\) The](#)

[Ontario Building Code \(OBC\) Architects Act](#)

[and OAA Bylaws](#)

[Practice Advisory Knowledge Base](#)

The measurable outcome criteria required for
[Broadly Experienced Foreign Architect \(BEFA\)](#) candidates

[OAA Website](#)

[Examination for Architects in Canada \(ExAC\)](#) website

[Regulatory Organizations of Architecture in Canada \(ROAC\)](#) website
(including the [Canadian Standard of Competency for Architects](#))

Appendix 1: Proposed Template Agendas for Mentor ~~/Advisor~~ – Intern Architect/Student Associate Meetings

01. Proposed Template Agenda – 1st Meeting

i. Personal Introduction:

1. Why have you connected? Why is this a good match?
2. Who was the Mentor's mentor?
3. What did they learn from them?
4. Did the Mentor write E~~x~~AC, NCARB ARE, or other exams?
5. How did the Intern Architect/Student Associate meet the education requirements? Have they been completed, or are they still in progress?

ii. Career Direction:

1. Why does the Intern Architect/Student Associate want to become licensed?
2. Why did the Mentor originally want to become licensed?
 - Did that change, and if so, why?
3. Does the Mentor recommend licensure? Why or why not?
4. What different kinds of practices exist?
 - Are there local examples?
 - What are other career paths an Architect can pursue?
 - In what kind of practice does the Intern Architect/Student Associate see themselves after licensure?
 - What kinds of practices have the Mentor been involved in?
5. What strategies did the Mentor ~~/Advisor~~ find useful in completing their architectural internship?
6. What obstacles did the Mentor ~~/Advisor~~ experience during their path to licensure and how did they overcome them?
7. When and how was the Mentor ~~/Advisor~~ licensed?
8. How many years did it take to become licensed?

9. Intern Architect and Mentor discussion:

- Intern Architect/Student Associate's current work experience, professional practice, issues arising
- Mentor/~~Advisor~~ to provide feedback and guidance

iii. IAP:

1. Review the program requirements in the IAP, identifying areas that may be challenging to complete
2. Intern Architect/Student Associate to identify short and intermediate term goals and develop a plan
 - Identify possible obstacles for completing plan and intended schedule
 - Include goals, specific CERB experience categories
 - Goal for written examinations
 - Goal for other components of the IAP
 - Consider together priority and logistics
 - Discuss how the Mentor/~~Advisor~~ can assist, support, and encourage development of goals
3. Intern Architect/Student Associate to establish long-term goals, including completion of IAP
 - Identify time frame
 - Discuss how the Mentor/~~Advisor~~ can provide assistance and support to encourage development of goals

iv. Accumulating Knowledge:

1. Are there any books, websites, or reading materials s either the Intern Architect/Student Associate or Mentor recommends?
2. Which connections are important to establish early in one's career (e.g.e.g., trusted accountant for personal finances, banker for a line of credit/business loans, professional references for changes in employment, etc.)?
3. Are there specific Continuing Education courses that either party feels would be beneficial to the other?
4. Which organizations can either party join outside of the office (RAIC, Local Architectural Societies, alumni groups, etc.)?
 - Are there some groups s outside of architecture that the Mentor would recommend? A healthy life balance is important.

5. What inspires both of you about architecture?
 - Which Architects?
 - Which types of projects?
 - Which specific projects?
 - Are there recommended resources for learning more?
6. Is there something a particular focus area either Mentor/Intern Architect/Student Associate would like to learn more about? Which resources are available for pursuing?

02. Proposed Template Agenda – Subsequent Meetings

i. IAP:

1. Review the most recent CERB submission and the type of work completed.
 - Has the Intern Architect/Student Associate progressed in the manner as expected?
 - What advice does the Mentor have with respect to current progress?
 - Review the range of project types, sizes, and occupancies.
 - Is the Intern/ Architect/Student Associate able to gain experience in the required areas? Are there any that are tricky?
 - What advice can the Mentor provide in obtaining experience in challenging areas? What is their professional experience in these areas?
 - If the required experience is not being obtained, what steps can the Intern Architect/Student Associate take?
 - Identify the Intern Architect/Student Associate's strengths and areas for improvement.
 - Review where emphasis should be focused on for the next work period.

2. Review, together, the PAF for the last CERB submission.
 - Has the Intern Architect/Student Associate responded to the comments in the current CERB submission?
 - If not, what strategy can be implemented to address any concerns?
3. How often does the Intern Architect/Student Associate speak with their Supervising Architect?
 - Discuss, together, strategies for requesting new types of experience from Employers/Supervising Architect.
 - What should an Intern do if assigned with a task in which they do not feel comfortable (lack of knowledge/ experience, etc.)?
4. Are there any personal challenges the Intern Architect/Student Associate is facing in or out of the workplace where the Mentor can provide advice or suggestions?
5. Review progress of short and intermediate-term goals; adjusting as necessary.
6. Review progress toward long-term goals, adjusting as necessary.

ii. Areas of Practice:

1. What is a professional (or personal) challenge that occurred recently? How is/was it being met? (This could be for either Mentor or Intern Architect/Student Associate)
2. What advice does the Mentor have in respect to working effectively and efficiently?
 - What is the difference between working harder and working smarter? How is this practised in the Intern Architect/Student Associate's office? How is this practised in the Mentor's office?
3. What advice does the Mentor have with respect to salary/benefits?
4. How does the Mentor balance "design integrity" with a client's requirements?
 - How is design integrity defined?
 - How is the role of "design" viewed in the Intern Architect/Student Associate's firm?
 - How does the Mentor view the role of "design" in business?

5. How should an Architect deal with clients?
 - What are different types of clients?
 - Does the Mentor's firm focus on a particular type of client?
 - Does the Intern Architect/Student Associate's firm focus on a particular type of client?
6. How does the Mentor (or the Mentor's firm) pursue new work?
 - What are important things to know about business development?
7. Who does which job(s) in the Mentor's firm?
 - How does a construction document set get produced? Who writes specifications? Who develops details?
 - Would the Mentor feel comfortable with taking the Intern Architect/Student Associate to their own firm to observe how certain projects are dealt with and to include their staff in that discussion?

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
J. William Birdsell
Christina Karney
Natasha Krickhan
Lara McKendrick
Deo Paquette
Greg Redden
Susan Spiegel
Thomas Yeung

Farida Abu-Bakare
Ida Badre
Kimberly Fawcett-Smith
Jennifer King
Michelle Longlade
Elaine Mintz
Clayton Payer
Kristiana Schuhmann
William (Ted) Wilson
Marek Zawadzki

FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 4.14

From: Continuing Education Advisory Committee

Loloa Alkasawat
Natasha Krickhan
Susan Spiegel

Date: November 21, 2023

Subject: Report on the Call for Presenters for the OAA Conference 2024.

Objective: For Council to consider approval of Continuing Education sessions that are recommended for the OAA Conference 2024.

OAA Annual Conference - Call for Presenters

To ensure strong programming focused on the Conference theme, the OAA collected proposals and recommendations from the industry experts, OAA Councillors, OAA Committees, and allied stakeholders. We received more than 80 proposals.

All proposals were independently reviewed and assessed by the members of the Continuing Education Advisory Committee according to the following criteria:

- Educational value and learning outcomes of the presentation;
- Speakers' credentials, expertise, and public speaking skills;
- Relevance to the Conference theme.

- Ensuring speakers and topics are aligned with the OAA's commitment to Equity, Diversity, and Inclusion as well as its commitment to ongoing reconciliation with Indigenous communities.
- The five-year Strategic Plan includes the OAA's commitment to address two very important environmental and social governance themes over the next five years (to 2027): **Climate Action** and **Equity, Diversity, and Inclusion**. These will act as lenses through which the OAA's work will be viewed in order to ensure it positively aligns with the principles.

Based on the Committees assessments, the proposals were short-listed to 63 to be recommended for the upcoming OAA Conference 2024

The Committee is submitting the short-list for Council approval to be offered at the OAA Conference 2024.

Refer to Appendix A for a recommended list of Continuing Education sessions.

It is noted that OAA Coordinator Development, Ashley Ward is also working on the development of additional experiential learning opportunities that will be added to the program once finalized.

Action: It was moved by Speigel and seconded by Krickhan that Council approve the proposed roster of Continuing Education for the OAA Conference 2024 as recommended by the Continuing Education Advisory Committee subject to minor changes based on speaker availability and budget.

Attachments: OAA Conference 2024 Continuing Education Sessions

OAA Conference 2024 Continuing Education Sessions

1. Jan Knikker, MVRDV
2. Sanne van der Burgh, MVRDV
3. Alison Brooks, Alison Brooks Architects
4. Matthew Lee, Water Resilient Infrastructure: Where does it go?
5. Paul Backewich, The Lines We Draw (Sketching)
6. Dory Azar, Social Media for Architects: Unlocking Possibilities and Benefits
7. Jay Lim, Building New Business Model: Creativity + Caffeine= 25:8 Architecture
8. Len Abelman, Panel Discussion
9. Michelle Xuereb, Andrew Geldard, Bram Atlin, Liza Stiff, Brandon Law, Anya Barkan, Julia Tannas, Emily King, Osemelu Airewele, Low Carbon Now – Accelerating Low Carbon in Residential Development /Leveraging Innovation in Housing- A Holistic Approach
10. Craig Race, Monster-Plexes: Toronto's New Multi-Unit Housing Policy
11. Craig Race, Laneway and Garden Suites: Backyard Housing in Ontario
12. Conrad Speckert, The Second Egress: Building a Code Change
13. Neda Mirzaei, Does Green Buildings are Adjusted for Post COVID-19 Pandemic Era? Brief Recommendation for Adoptions of Green Building Architecture for Upcoming Crisis
14. Phil Fung, Therapeutic Food System in Regenerative Dwelling Design
15. Patrick Chouinard, In-depth presentation on completed mass timber affordable housing
16. Arne Suraga, Eve Russel, Gladstone Village: Addressing Community and Climate Needs
17. Kripa Gyawali, Tam Tran, Ian Martlett , Pedestrian Modelling: Micro-Simulation to Understand Traffic Flow within Buildings
18. Kristel Derkowski, Jason McMillan, Supporting self-determination in remote Indigenous community housing: Ongoing stories from the Northwest Territories
19. Toon Dressen, Growing a public conversation on the built environment
20. Jack Zhou, Are Net Zero Energy Homes Affordable
21. Yew-Thong Leong, Healthy Housing: People-Planet Integration
22. Sean Fine, Stephanie Hong, Liane Hartley, Toward Good Governance: The Making of Transit-Oriented Communities under the MZO
23. Cole Webber, Craig Webber, Innovating a Design and Construction Solution to the Housing Crisis
24. Thomas Graabaek, Sidsel Vincents Jansen, LCA as Part of the Building Codes- Learning from Denmark
25. Nicholas Sylvestre-Williams, Rethinking Density: Noise and vibration in the urban core
26. Robert Cadeau, The Intensification of Heritage sites
27. Ted Watson, Jeanne Ng, Accelerating the decarbonization of community buildings
28. Graeme Stewart, Ya'el Santopinto, Preservation is Supply: How Modernization of our Existing Housing Stock Plays a Key Role in the Canadian Housing Crisis
29. Scott Armstrong, Deep Retrofits- Carbon Reduction and Resilience Strategies for Future-Ready Housing
30. Jonathan Smegal, Mass Timber Construction Strategies, Challenges, Case Studies and Laboratory Testing

31. Peggy Chi, Access to Natural Environments in Long-Term Care – its influence on Older Adults' Responsive Behaviour and Healthcare Staff's Work-Related Stress, Burnout, and Turnout Intention
32. Gail Borthwick, Strategic Planning for Inclusion, Equity, and Diversity (IED) in Architectural Firms: Shaping a Diverse and Inclusive Workspace
33. Cathy Tafler, Craig Nicoletti, Jack Keays, Simon Edwards, Raise the Roof: an innovative mass timber vertical addition
34. Robert Cadeau, Innovation through Mid Rise Intensification
35. Jennifer David, Nicholas Casciato, Harrison Chan, The WZMH Recladding Guide: Design, Detailing and Construction of New Envelopes for Existing Buildings on the Path to Net Zero
36. Tara Bisharat, Additive Construction (3D Printing of Concrete) and Vernacular Architecture
37. Robin McKenna, Innovation in Communal Life
38. Sudipto Sengupta, Jaegap Chung, Development Triage- Resuscitating Projects Impacted by the Pandemic: A case study of the Gibbard District Revitalization Project in Downtown Napanee, Ontario
39. Andy Thompson, Marie-France Stendahl, Tools for Lifecycle Analysis, Energy, Materials and Carbon
40. Bohdana Innes, mînewâcihiwewi-ne-wîkiwan/Healing our Home: Moose Cree Housing Prototype
41. Michael Lam, Robert Boyd, Alexandra Park and The Atkinson Coop: A Neighbourhood Case Study of Architecture and Community Health & The Regent Park Revitalization Project: Lessons Learned
42. Michael Lam, Niagara Regional Housing -City Building Roundtable/Panel Discussion: We've been here before- What's Missing in Today's Conversation About Affordable Housing
43. Eitaro Hirota, Co-living and community-oriented design in the SFH (single family house) neighbourhoods to create age friendly multigenerational communities
44. Jones Residence, Anne-Marie Armstrong
45. Jared Della Valle, NYC First all-electric skyscraper 100 Flatbush
46. Cameron Banach, Alexander Morrison, Niagara Regional Housing
47. Rong Yu, Kristina Reinders, Dorsa Jalalian, Bernado Vasquez, Thermal Comfort
48. David Fortin, Adrian Blackwell, Jana Levitt, James Partanen c/a/n/a/d/a's Not for Sale! Campaign: Architecture and Activism in Action
49. Emma Cubitt, Graham Cubitt, Adaptive Reuse as a Sustainable Housing Solution & Emma Cubitt, Drew Toth, Condo Development in St. Catharines for starter homes starting at \$250K
50. Andy Thompson, TEUI Calculator
51. Russell Acton, Short Wood 8 Mass Wood and Light-frame Wood Multi-Unit Residential Prototype
52. Steven Murray, Matt Carlsson, Amicable Separations; WBAL Testing and Connected Buildings

Memorandum

To: Council

Settimo Vilardi
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FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 4.15

From: Communications and Public Education Committee (CPEC)

Christina Karney, Chair
Kurtis Chen
Carl Knipfel
Brigitte Ng

Pearl Chan
Jon Hobbs
Elaine Mintz

Date: November 21, 2023**Subject:** OAA 2024 Conference – Keynote Recommendation**Objective:** To gain Council's support for CPEC's recommendation of **Vishaan Chakrabarti** as keynote speaker for next year's OAA Conference.

The theme of the 2024 OAA Conference is "Housing: Pushing the Envelope." With the passing of the *National Housing Strategy Act* recognizing adequate housing as a human right, the time is now for swift and thoughtful action. Against the striking backdrop of Niagara Falls, OAA Conference 2024 – happening May 22–24—will bring together a diverse array of architecture experts to explore innovative ideas and solutions for designing safe, inclusive, and sustainable spaces that foster community, health, and wellbeing.

A special virtual-only keynote speaker presentation will take place a few months prior to the main Conference event as a means to raise awareness about the "housing" theme as well as to launch registration. (Tentatively set as a midday event in **mid-March**) The presentation will be hosted on Zoom Webinar with an anticipated attendance of up to 500 people, mostly from within the profession, with the possibility of opening it to the public (to be discussed with OAA's Conference Planner).

The keynote address is intended to embody the theme of the conference, and to generate excitement as registration opens for the May event. Given this, the Communications and Public Education Committee worked with OAA staff to review a shortlist of candidates at a dedicated November meeting. The Committee found

consensus in recommending architect, author, thinker, and speaker **Vishaan Chakrabarti** as its top selection for keynote speaker. From his profile:

With over thirty years of experience investigating, designing, and implementing urban architecture, Vishaan Chakrabarti is the Founder and Creative Director of [Practice for Architecture and Urbanism | PAU](#), where he leads the firm's growing global portfolio of cultural, institutional, and public projects. Chakrabarti's past roles—including Principal at architecture firms SHoP Architects and Skidmore, Owings & Merrill, President of the Moynihan Station Venture at the Related Companies, Director of the Manhattan Office for the New York Department of City Planning in the Bloomberg administration, and the William W. Wurster Dean of the College of Environmental Design at UC Berkeley—have given him a uniquely well-rounded perspective on how cities and their architecture function and what they need to flourish.

PAU's process begins with a search for emotional, social, and cultural connection, which inspires bespoke design solutions that deploy material, tectonics, light, and space to foster a sense of serendipity and community. Integral to PAU's philosophy is developing a robust understanding of the daily lives of a diverse spectrum of urban dwellers, allowing the team to create multi-functional spaces that stimulate civic delight, promote environmental justice and cross-cultural pollination, and improve how people interact with the city and with each other.

Interestingly, PAU is also currently working on the planning and redevelopment of downtown Niagara Falls (US side).

Chakrabarti's engaging and aspirational speaking style is certain to motivate and inspire attendees to envision great possibilities for housing in Ontario and beyond.

Chakrabarti is within the speaker budget and OAA staff are working with a speaker bureau to gauge his exact availability. However, as his schedule quickly fills, the Committee would like to direct staff to finalize details quickly if Council also deems him a suitable speaker.

Action

It was moved by... and seconded by...

Council to approve the Communications Committee's recommendation of **Vishaan Chakrabarti** as the Keynote Speaker for OAA Conference 2024.

Attachments: <https://pau.studio/who/>

Ted Talk: A Vision of Sustainable Housing for All of Humanity -
<https://www.youtube.com/watch?v=B8kyrIQCFXQ> –

Memorandum

To: Council

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FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 4.16

From: Communications and Public Education Committee (CPEC)

Christina Karney, Chair
Kurtis Chen
Carl Knipfel
Brigitte Ng

Pearl Chan
Jon Hobbs
Elaine Mintz

Date: November 21, 2023**Subject:** Updates from CPEC and Public Outreach Plan**Objective:** To provide an update on recent CPEC meetings and gain approval on the proposed Public Outreach Plan.

Background

The Communications & Public Education Committee (CPEC) provides oversight and advice for consideration by Council and OAA staff on public education and outreach activities in direct response to the secondary objects of the Association as set out in the *Architects Act*.

To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions, or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences.

More specifically, the Committee focuses its efforts to advance the public's understanding and recognition that architecture is integral to the quality of life and well-being of society as experienced through a sustainable, resilient, and durable built environment.

Public Outreach Plan

Attached to this memo is the proposed strategic Public Outreach Plan, as directed under the OAA's five-year Strategic Plan. This plan is presented for Council's review and approval as recommended by the members of CPEC.

On August 3, 2023, members of CPEC met for a dedicated Planning Session to discuss the results of the Public Education and Outreach Audit and to determine a number of priority items to focus the Association's public-facing activities over the coming years. Council will recall that this is one of the main priorities on the CPEC Work Plan for this year and is in direct support of moving the OAA's five year strategic plan forward.

The audit process involved both external research and input from OAA staff to understand current and potential projects and resources dedicated to public education and public outreach.

The audit – conducted between February and May—revealed that the OAA already offers a number of core services and programs that support the Public Education Pillar of the OAA's Strategic Plan, which are summarized in the audit report. These Core services and Programs, however, have not previously been articulated in one document, nor has public outreach/education been coordinated in a strategic way. Programs and services span all service areas of the OAA, and in the past have been established in a 'one off' manner based on Council direction and approval, and would benefit from 'big picture' and a more holistic approach.

Supported by the findings presented in the audit report, CPEC members were asked to find consensus around emerging priorities. They were asked to consider:

- Relevance to the Public Education strategic priority,
- Ability to support the strategic lenses of Climate Action and EDI,
- Investment (time, effort, resources), and
- Audience reach and impact (current and potential).

After compiling the results of the Planning Session in August, OAA Staff drafted a **Public Outreach Plan** to reflect the Committee's named priorities and provide a strategic focus for the Association's public-facing work over the coming years that aligns with and advances the OAA's five-year Strategic Plan. In addition to the strategic goals outlined under the Public Education Pillar, the plan articulates a number of key:

- objectives,
- methods,
- audiences,
- messages, and
- programs and services.

It also identifies the **Local Architectural Societies** as key partners in delivering on the goals and objectives of the plan.

This plan will inform annual work plans each year where projects and tactics will support and advance public-oriented priorities across service areas. Measures of success will be identified and evaluated annually to ensure the plan's continued relevance

Jury Recommendations (and other updates)

At its October 31 meeting, CPEC members met with OAA staff to review the OAA Awards jury candidates received via nomination and through an open Call for Jurors. In total, **34 submissions** were reviewed.

Some lessons were learned in terms of streamlining the review and evaluation process and staff will build these in to future years.

However, after fulsome discussions, and balancing diversity with expertise, the Committee created a ranked shortlist of **12 candidates** for consideration for the Design Excellence Jury (requires 5 jurors) and **3 candidates** for the Service Awards Jury (requires 2-3 jurors in addition to the OAA President and a Local Society Chair). OAA staff will use these shortlists to generate the final jury panels, working their way through the lists until all jury positions have been filled.

Other Updates

The Committee also met for a second short meeting in November to discuss items related to Conference, namely the Keynote selection, which will be addressed in a separate memo.

The Committee also discussed options for a 2025 theme, which will be refined in discussion over email before being presented to Council in the New Year.

Action

It was moved by Karney and seconded by Mintz that .

Council approve the Public Outreach Plan proposed by the Communications and Public Education Committee; and, that staff be directed to propose tactics for consideration under the 2024 Work Plan, to be reviewed by the Committee in early 2024.

Attachments

FINAL – Public Outreach Plan.pdf

Public Outreach and Education Audit Report.pdf

Public Outreach Plan

This Public Outreach Plan responds to the goals outlined under the OAA 5-Year Strategic Plan's Public Education priority. Its primary aim is to 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 GOALS

- 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
- Foster a **greater understanding of the OAA** as a unique professional self regulator
- **Leverage and support programs and services** offered by other stakeholders
- Continue education regarding **best practices in project delivery** that relate to regulatory responsibilities of OAA members and practices, inclusive of procurement



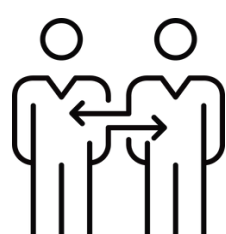
OBJECTIVES

- Increase followers and engagement
- Increase participation in OAA programs
- Improve knowledge, understanding, and appreciation of architecture
- Earn greater expressions of trust and positive professional relationships
- Expand industry influence
- Change attitudes about the OAA / the profession



AMPLIFY

current initiatives
rather than starting
from scratch



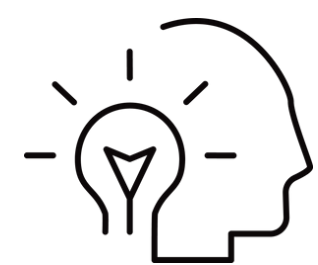
LEVERAGE

partnerships to
create a greater
whole



PIGGYBACK

on successful
projects to benefit
from existing work



EVALUATE

new ideas and
initiatives
judiciously

KEY AUDIENCES



GOVERNMENT

staff and elected
officials



K - 12

educators and
students



CLIENTS

building owners and
procurement
professionals



GENERAL PUBLIC

those without
specialized knowledge

KEY MESSAGES

“Architecture is integral to the quality of life and well-being of our society as experienced through a sustainable, resilient, and durable built environment.”

“The OAA is a professional self-regulator; regulators exist to protect the public.”

“Architects are licensed professionals who bring exceptional value to design and construction projects. Working with all such professionals requires entering into fair and balanced business relationships.”

“The OAA is invested in programs and activities that foster diversity in its membership, now and in the future.”

KEY PROGRAMS & SERVICES

OAA Public Website

K - 12 Education

OAA Funding Programs

Policy Work/Public Consultation

The Local Architectural Societies are recognized as **KEY PARTNERS** in delivering on the goals and objectives of this plan.

Audit Report

Public Education and Outreach

For discussion with Communications and Public Education Committee | August 3, 2023

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1.0 Background

Vision and Mandate

Vision

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

Mandate

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

Strategic Priority: Public Education (from OAA Five Year Strategic Plan)

Goal Statement:

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

The Public Education pillar outlines specific priorities, including:

- 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 initiatives 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.

*NOTE: It is understood that the goal of public education is two-fold. One focus is on public appreciation and awareness, and the second focus is on awareness and understanding of architecture as a career.

Metrics

Key performance indicators under Public Education include:

- Members demonstrate a clear understanding of the OAA's role as a regulator and the extent to which it can promote public appreciation of architecture.**



- The OAA has developed and implemented a defined program of public education that responds to its mandate and its 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.

****NOTE:** The target audience here is members rather than the public, but this item would be relevant to future members of the profession.

The Committee's Role (From Council-approved Terms of Reference)

The Communications & Public Education Committee (CPEC) shall provide oversight and advice for consideration by Council and OAA staff on public education and outreach activities in direct response to the secondary objects of the Association as set out in the *Architects Act*:

To establish and maintain or to assist in the establishment and maintenance of classes, schools, exhibitions, or lectures in, and to promote public appreciation of, architecture and the allied arts and sciences.

More specifically, the Committee will focus its efforts to advance the public's understanding and recognition that architecture is integral to the quality of life and well-being of society as experienced through a sustainable, resilient, and durable built environment.

Specifically, CPEC is tasked with the following activities:

1. Conduct an **annual audit** of the OAA's existing public education and outreach activities;
2. Provide input and direction on **the proposed outreach strategy to educate the public about the role of architecture** in creating the built environment and its impact on society, including through the objectives and lenses of the strategic plan—Equity, Diversity, and Inclusion (EDI), Climate Action, and Truth & Reconciliation;
3. Provide input and direction to ensure the development and implementation of **mechanisms to assess the OAA's public education and outreach strategy**;
4. Recommend ways in which the OAA can **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;
5. Provide input into public education initiatives to foster a greater understanding of the OAA as a unique professional self-regulator; and
6. Provide input into public education strategies proposed and administered by staff regarding **best practices in procurement and project delivery that relate to the regulatory responsibilities of OAA members and practices** in order that the public interest may be served and protected.



2.0 Public Perception of Architecture

Select Research

AIBC/Insights West (2017)

In 2017, the Architectural Institute of British Columbia (AIBC), that province's regulator, reported results from a poll by Insights West asking Canadians to reflect on 27 careers and indicate whether they had positive or negative opinions of each. **Architects were in the top 10, ranking sixth overall with 87% of responders saying they had a "very positive or somewhat positive" opinion toward the profession.** In 2016, architects ranked seventh, with 83% of respondents having very or somewhat positive opinions. (Source: AIBC.ca)

Angus Reid Survey (2022)

In April 2022, Angus Reid (in collaboration with Rise for Architecture—an initiative now under the auspices of the Regulatory Organizations of Architecture in Canada (ROAC))--released results from a national survey to gather information on how the public sees the built environment. It includes viewpoints from a randomized sample of 1,859 Canadians from the general population polled between January 20 and 24, 2022. (Source: canadianarchitect.com)

- "Canadians are near-unanimous that accessibility (96%), aesthetic beauty (92%), and sustainability (90%) should be prioritized in new buildings in their community. Further, three-quarters say that the culture and heritage of the community should be a key consideration."
- "...they are less united in the idea that developments are currently well planned and executed. Half say that development in their community is poorly planned (51%) and just 47 per cent admire the architecture where they live. Also notable are the voices of visible minorities and Indigenous, who are far less likely than Caucasian Canadians to say that they see themselves and their culture in the community."
- "Canadians are much more likely to say that development in their community reflects what developers want (51%) rather than what the people living in the space would like to see (10%). Further, those who have taken part in planning consultations are the minority and are more likely to say that they feel their voice was ignored rather than heard when they did take part. Those with lower levels of household income are less likely to have taken part in these types of discussions."

(Source: <https://angusreid.org/reshaping-communities-rise-for-architecture/>)

Rise for Architecture Report (2023)

Rise for Architecture was a national, volunteer-led committee of architects, educators, advocates, and organizations related to the architectural profession in Canada. Beginning in 2016, the group hosted conversations about architecture with professionals, students, and the public as well as a national survey. Its findings culminated in the release of the report called *Architecture in Canada – A Vision for the Future*. The report proposes a National Architecture Policy for Canada—a set of recommendations and actions that governments, professionals, and people involved in the development of our communities can adopt to build a better future for all Canadians.



A National Architecture Policy will help achieve a vision “where all Canadians are empowered to guide the design of their communities; where social and environmental justice shape every design decision; and where architecture is leveraged to celebrate diverse cultures and contributes to a prosperous future.” Where a building code sets minimum standards, an Architecture Policy for Canada would set ambitious goals for how the built environment contributes to our social, cultural, and economic well-being. It would also establish accountability for politicians, professionals, and the public on how to achieve inclusive, sustainable, and inspiring communities.

The crux of their position is that the status quo is insufficient to address the many intersecting challenges facing Canadians, Canadians feel disconnected from the design processes that shape their communities, and Canadians want more welcoming, inclusive communities—and more accountability for creating them. They point to national architecture policies adopted by more than 30 other countries that are being used to “enhance the profession, inform public debate, and create the necessary legislative framework(s) for a domestic architecture policy at any level of government.”

Less than half of Canadians polled by Angus Reid (46%) have ever provided feedback about a proposed development in their community. Among those who had, only 7% felt their voice made a difference and 56% felt that when they did, they were not listened to at all. In a follow-up public survey, when asked if they support the need for better policies to guide the planning and design of communities, including the benefits of an architecture policy for Canada, 76% of respondents said yes. Almost 65% were unsatisfied or very unsatisfied with the decision-making processes that shape their communities; **50% were dissatisfied or very dissatisfied with the performance of the people who design and plan their communities.**

(Source: <https://roac.ca/future-of-architecture/> ; report included in Appendices folder)

Chatterhigh 2023 Data

ChatterHigh.com was founded in 2012 with the goal of making it fun for students to explore life after high school. It is an interactive and “smart” digital platform used by teachers and students to help students learn about and identify potential career options after high school.

By exposing students to a variety of career and post-secondary options, it helps students engage in inquiry-based learning and develop vocational identity. Students begin to picture themselves following these paths and set goals to work towards a particular career. Small milestones built into the gamified platform build their sense of efficacy, and allow pathways to become clearer.

Ontario is currently the platform’s fastest growing audience, with school outreach up by 19% and student engagement up by 29%.

According to data gathered in 2023 from Chatterhigh, **2,563** Ontario students expressed “interested” or “very interested” in architecture. Architectural codes were the 11th most aware and interested pathway in their database. The grade breakdown includes:

- Middle School Grades: 321
- Grade 9: 613
- Grade 10: 1,132
- Grade 11: 398
- Grade 12: 99



Gender Breakdown:

- Female: 1,432
- Male: 1,078
- Other: 59

The data covers the NOC codes: Architects, Architects - urban planning, and Architecture – technologists.

(Learn more at https://chatterhigh.com/en/about_us; additional info in Appendices folder)

Public Education and Outreach – Other Regulators

Keeping in mind different capacities and resource constraints, the following is a quick scan of what some other regulators offer for public outreach and education.

The Law Society of Ontario

[The Law Society](#) offers a number of public-facing and oriented content and programming, including:

- A section of the website dedicated to Public Resources;
- Strong and visible partnerships that support public needs
 - [Steps to Justice](#)
 - [The Action Group](#);
- Public-facing newsletter - The [Gazette](#); and
- Public profile for their building – [Osgoode Hall](#).

Architects' Association of New Brunswick

- Key message [on front page of website](#) – “architecture inspires communities;”
- [Happenings](#) blog; and
- Public-oriented [celebration](#) and [awards](#) programs.

The Alberta Association of Architects

The [Alberta Association of Architects](#) (AAA) interestingly takes an “[advocacy](#)” position relative to Authorities Having Jurisdiction (AHJ). Using a three-pronged approach, “*The purpose of this AHJ initiative is to enhance the awareness of municipal authorities so they better understand the legislated requirements of professional involvement. Ultimately, the AAA hopes this focused initiative will significantly reduce, and ideally eliminate, instances of non-professionals illegitimately gaining municipal approval for projects.*” The three strategies are:

- A compliance webinar;
- Presentations; and
- Individual communication.

College of Physicians and Surgeons Ontario

The [CPSO](#) has a dedicated [Public Resources](#) section on their website, including a portal for [Public Engagement](#), showing ways the public can be involved in the college’s work, including:

- Participate in open consultations;
- Citizen advisory group; and
- Applications to its governing council.



The College offers [how-to videos](#) and a section about what the public can expect when working with licensed members ([You and Your Doctor](#)).

Ontario College of Teachers

The [Ontario College of Teachers](#) has a large [public resources](#) section on its website. In fact, most resources are public-oriented (although targeted to specific audiences rather than a “general public”).

- Public resources for specific teacher-related social issues;
- Public newsletter; and
- Dedicated section of their website for a key target audience ([Parents section](#)) that is conveyed in ways relevant to that audience.



3.0 The OAA – Where are We Now?

Staff Survey

In April 2023, a survey was circulated to OAA staff to establish and reveal the current projects and resources dedicated to public education and public outreach.

The Public(s)

The survey revealed the following public(s) are currently engaged by OAA staff, either through day to day operations or existing OAA programs and services, but the extent of outreach and impact was not measured:

- Government (elected officials and civil servants);
- K–12 students;
- Post-secondary students;
- K–12 educators (institutions and others);
- Post-secondary educators (institutions and others);
- Homeowners;
- Developers;
- Procurement professionals;
- Allied industry professionals (engineers, designers, planners, etc);
- Academics and researchers;
- Building officials;
- Architecture enthusiasts;
- Job candidates and recruiters;
- Building visitors;
- Clients and potential clients;
- Family and friends of members;
- Architects from other jurisdictions (including internationally trained);
- Vendors and service providers; and
- Not-for-profits, NGOs, and charitable organizations.

Public Outreach/Education Initiatives

The survey revealed the following **broad categories** of public outreach/education services and programs are relevant to the work that OAA staff, Council and Committees perform (in order from most staff resources allocated to least):

- Customer service (OAA PAS Hotline, responding to questions, emails, phone calls, face-to-face interactions, etc);
- In-person presentations (Schools of Architecture, OAA Special Events)
- Digital communications (website, social media, etc)
- OAA publications (Annual Report, Awards Books, etc)
- Local Societies annual visits and other programming
- Virtual presentations (ex. Meet the OAA, Contracts Overview)
- Publicly available education sessions/webinars
- Queen's Park Picks (World Architecture Day)
- Presentations provided by the public to OAA Members (sponsors, SMEs)



- OAA Awards Program (SHIFT, Design Excellence, Service)
- OAA Headquarters activation projects (screen content, public events, tours, design competition)
- OAA funding programs (SPFs, Public Awareness Sponsorships, School Scholarships, No. 9, etc.)
- Tradeshows and industry networking events
- Research collaborations
- Advertisements
- Media relations
- K–12 education materials
- OAA video productions
- OAA Podcast (*Architecturally Speaking*)
- OAA representatives in (in)formal alliances, coalitions, collectives, or other allied organizations (ROAC, ORAC, Workforce2030, etc)
- Proposed Building Plaques program
- Classifieds
- Bridging Programs

Staff Interviews

Throughout May and June, in-depth conversations were held with staff from the various service areas to ensure a clear understanding of the current public education/outreach projects identified through the survey. The Staff Interviews also drilled down into specific projects within the broader categories revealed in the staff survey. Those conversations, alongside information pulled from various OAA sources—including the website—inform the project summaries in the following section.

The Committee is invited to note any feedback on the various projects, including ideas for improvement or noted gaps. These can be taken up in the group discussion for consideration by the rest of the Committee.



4.0 Project Summaries

The following summaries provide an overview of the breadth of current OAA initiatives, services, and programs (referred to in this report as “projects”) related to public education and/or outreach. These summaries are provided to give the Committee sufficient information and context to inform their recommendations for a Public Outreach plan.

It is clear the OAA does offer core services and programs that support the Public Education Pillar of the OAA’s strategic plan. These Core services and Programs, however, have not previously been articulated in one document, nor has public outreach/education been coordinated in a strategic way. Programs and services span all service areas of the OAA, and in the past have been established in a piecemeal or ‘one off’ manner, without big picture consideration.

A number of projects are under the supervision of other service areas (marked with a *), *however CPEC may recommend ways to support or augment these initiatives to expand public outreach/education.*

OAA Practice Advisory Services (PAS) Hotline*

OAA Members and the public may contact the [OAA Hotline](#) (delivered by the OAA Practice Advisory Services [PAS] team) to reach an OAA Practice Advisor by telephone or email for information and guidance, and to confidentially discuss issues, questions, and problems. Telephone discussions are encouraged as they allow an open dialogue on issues, and allow for a fuller exchange of information.

The Hotline service addresses questions related to a wide range of issues pertaining to the architectural profession and to the practice of architecture. The service is used by OAA members and their employees, interns, **clients, building officials, lawyers, procurement departments, contractors, consultants, and other construction-related entities to obtain assistance on various matters.**

Practice Advisors provide information and feedback consistent with the *Architects Act*, Regulations, and Practice Advisory Resources and their experience in the profession, based on the circumstances provided. They do not address technical questions related to design matters or make building code interpretations.

Disclaimer: The OAA does not provide professional legal, accounting, or insurance advice, and expressly disclaims any responsibility for any errors or omissions with respect to discussions regarding same. Readers of OAA documents are advised to consult their own legal, accounting, or insurance representatives to obtain suitable professional advice in those regards.



Presentations to Allied Organizations*

Education opportunities for allied industries and associations ensure understanding of the regulated scope of practice in architecture and, consequently, effective professional collaboration in service of the public interest.

OAA's Practice Advisory Services (PAS) team receives inquiries and watches emerging issues in order to provide guidance to members and the public. With respect to public education, they have noted recurring issues in the RFP process and associated contracts with OAA members. They recognize member education and self-advocacy is only half of the equation—fair and balanced business relationships require all parties be informed. Outreach also includes client-targeted education to ensure all parties in the business relationship understand the protected scope of architects as well as procurement best practices.

Early trends (incoming inquiries and surveys) are promising and point to growing awareness. Recent outreach and education with the Ontario Public Buyer's Association (OPBA) take the form of two newsletter articles in OPBA's e-newsletter and a planned presentation to their membership in October 2023.

The OAA also regularly presents to building officials and shares content with the Ontario Building Officials Association (OBOA). The content of these presentations deals primarily with the distinctions between what architects can/must bring to a project versus what other industry professionals bring. Content reflects professional design requirements under the *Architects Act*, but also speaks to issues brought forward by OBOA members.

Other groups the OAA engages include Engineers, Architects & Building Officials (EABO) and the Construction and Design Alliance of Ontario (CDAO). The OAA is actively involved in Procurement Day hosted each fall under the guise of the CDAO. Procurement Day brings together over 100 professionals in the design & construction industry, legal profession, and procurement professionals.

Meet the OAA Annual Webinar

[Meet the OAA](#) is an annual online webinar that introduces mainly university and college students to the Association and to Local Societies.

During this session, OAA members and staff will explore such topics as paths to licensure for architecture, student membership, the internship process, mentorship, and how to get involved with the Association. The OAA encourages [Student Associates](#) to attend and share the invitation with their classmates.

Previous editions are posted to the OAA Website.

OAA Contracts*

The OAA offers access to a suite of [free, downloadable standardized contracts](#) to make it easier for architectural professionals and their clients or consultants to enter into fair, balanced business relationships.



Changes to the content reflected roundtables that were held as well as member feedback. There was a focus on reducing the perceived need for clients to write supplementary conditions. External legal counsel, Pro-Demnity, and the Practice Resource Committee (PRC) reviewed the documents. Construction law specialists with a history of representing architects, engineers, and both private and public sector clients also reviewed the documents. The goal was to ensure a balance of interests were reflected and a consistency of experience across the standardized documents. The documents were also reformatted to meet updated OAA brand standards and a new, simpler naming convention was adopted.

The contracts can be accessed via the [OAA Website](#) and are available to OAA members and the public alike. The contracts represent an important opportunity to dispel myths about the OAA as an advocacy group for architects, while likewise demonstrating the unique contributions of licensed professionals and introducing standards to protect OAA members from undue risk.

OAA Public Presentations and Speaking Opportunities

Currently, the OAA President, Executive Director, and/or Registrar are generally the designated spokespersons for the Association. However, in various contexts, other individuals will represent the Association to public audiences based on the subject matter at hand. Examples include:

- Presentations (Schools of Architecture, client groups, panel discussions, OGCA, OPBA, OBOA);
- Tours (Doors Open, Local Society Architecture Tours);
- Tradeshows and Networking events;
- Bridging programs ([IPLAN](#));
- Representative on coalitions/collectives (EABO, CDAO, ROAC);
- Events (Queen's Park Picks, awards events, NOW Lecture), etc.

The audit also indicated that there may be an avenue to leverage members of the profession to advance the public's appreciation and understanding of architecture. This might be something worth exploring through the Local Architectural Societies. In that case, the OAA could work with the societies to develop appropriate key messaging.

Digital Communications – OAA Public Website, SHIFT site, TEUI.ca, and Social Media*

The [OAA Website](#) is the main repository and information touch point for both members and the public seeking information about the OAA and the architecture profession in Ontario. The site has two “sides” – a dedicated member side with information specific to those holding status with the OAA (requires a login) and a public-facing side.

In 2020, the OAA launched a new website under a new visual identity, a process that began in 2017. In 2018, the Communications Committee articulated to Council the main priorities and objectives to be addressed:

- **Accessibility Standards:** Update the website to ensure AODA Accessibility Standards are met by 2020/21.



- **Bilingual Content:** Assess the design of a bilingual website and how both English and French language can be accommodated in the future.
- **Content Audit + Technology Review:** Audit to create a framework for the modifications to the site and in anticipation of future technologies, platforms, and social media (e.g. apps, links, platforms [smart phone]) to best inform the specification for the redesign.
- **Content Management System:** Update the system to increase efficiency and align with design standards. The management system should allow staff to update and modify information and content easily after the initial launch.
- **Design:** Present information in a dynamic, engaging, and user-friendly manner (through RSS feeds, multimedia embeds, graphics, imagery, video and other mediums). The site must be visually engaging, but also allow staff to easily update content and modify site design after the initial launch.
- **Public vs. Member information:** Restructure the site to better meet the objectives of member support and public awareness, creating a clear distinction between public and member content.

A number of these items have been achieved, with bilingual content being the one exception. The OAA Website continues to evolve, with adjustments made regularly to improve accessibility, readability, navigation, and overall user experience.

Select webpages are also experiencing dedicated attention and expansion to improve access to highly relevant information. Recent examples include:

- [The homepage](#)
- [Climate Action](#) page
- [Access to Architecture](#) page

The Access to Architecture page is of particular relevance to the Committee as it is intended as a portal for public information about the profession.

The OAA also manages www.shiftchallenge.ca which is the main site for the SHIFT Challenge Awards (outlined below).

The OAA also provides access to an [online tool](#) to allow its members and the public to estimate the Total Energy Use Intensity (TEUI) of a design or an existing building. The TEUI rating has gained traction as a handy way to measure energy efficiency.

The free TEUI.ca calculator was initiated in 2020 by the OAA's [Sustainable Built Environments Committee \(SBEC\)](#). Users enter simple data into an easy-to-use interface and receive instant metrics for a building's energy performance, and OAA members can get a PDF printout to show clients or other stakeholders.

TEUI 2.0 will be launching shortly.

The OAA's [Design Excellence Awards](#) (outlined below) require TEUI metrics for eligibility, and this online calculator facilitates the inclusion of this data.

The OAA also leverages several social media platforms to disseminate information about its services and programs to members and the public alike. The OAA is currently active on:

- [Twitter](#)
- [Facebook](#)
- [Instagram](#)



- [LinkedIn](#)
- [YouTube](#)

Social media statistics can be viewed in the OAA's Annual Reports (2020-2022 included in the Appendices folder).

SHIFT Challenge Awards + Book + Media + Events

The [SHIFT Architecture Challenge](#) is an aspirational, biennial program created to highlight the distinct contribution that the architecture profession and architectural thinking bring to addressing key societal issues. It runs in odd years, opposite years to the Design Excellence Awards. It invites OAA members, as well as those on the path to becoming an architect, and their collaborative teams to respond to an identified area of concern using their skills and insights. The program runs biennially, having begun with the SHIFT 2019 Infrastructure/Architecture Challenge.

In a world facing increasingly urgent and complex challenges, the need for responsible, innovative, and inspiring architectural solutions has never been greater. The architecture profession is ideally suited to propose creative solutions. The OAA challenges the profession to further enhance the public's perception of architecture as a force that acts as a catalyst for positive social change.

The SHIFT Architecture Challenge recognizes those practitioners, both emerging and established, whose responses best embody these qualities:

- articulates the importance of architectural thinking as a social determinant that impacts the well-being of people and the planet;
- enables the architectural profession to be viewed by the public in a new light; and
- reflects the capacity for design thinking to permeate all aspects of life.

Selections from the SHIFT Architectural Challenge appear in a print publication intended for broad public distribution (including libraries, architecture schools, and government outlets). A [digital version of the publication](#) is made available online. The selected projects for SHIFT also have speaking opportunities at OAA Awards and other dedicated events, and video content is produced for the OAA's [YouTube Channel](#).

Design Excellence Awards + Book + Media + Case Studies

The [Design Excellence Awards](#) recognize the innovative skills of Ontario architects in creating spaces, buildings, and communities that respect and enhance the environment and enrich human activity. The award is presented biennially on even years, opposite the SHIFT Challenge.

All projects created by members of the OAA, located anywhere in the world, completed in the previous six years, and currently in use are eligible. Projects may represent any form of built architecture, including single buildings, groups of buildings, additions, interiors, conversions, restorations and renovations. All



projects are now required to submit the Total Energy Use Intensity ([TEUI](#)) of their building for consideration alongside all other criteria.

Architects, intern architects, owners, users, builders and members of the public are welcome to submit, provided the work was undertaken by a member of the OAA. There is a \$100 submission fee.

The Design Excellence Awards now include a public awareness component, thanks to the People's Choice Award and the digitization of the Celebrations of Excellence which can be watched by those outside the architecture profession. The Awards are an opportunity to further extend the *Architect Act's* additional object to "promote public appreciation of, architecture and the allied arts and sciences.

Each year, in conjunction with the awards, the OAA releases a print and [digital publication](#) showcasing the finalists and winners of the Design Excellence Awards.

The OAA is also working on a dedicated section of the website to highlight exemplary [Case Studies](#) in sustainable design – many of which are Design Excellence Winners.

NOTE: In September 2021, Council approved the exploration of a possible **Building Plaque program** for Design Excellence winners. Offering the building owners the opportunity to display a permanent public plaque that includes the architect of record, the OAA logo, and additional information, could be a way to foster greater awareness and appreciation of the profession's role in city-building, improve the public's discernment of great architecture, as well as augment the profile of practices.

Council approved the Communications Committee to work with staff to review potential costs (liaising with current award providers and groups like Heritage Toronto) and present a more fulsome report for Council's consideration.

A poll revealed that the majority of past winners liked the idea of having building plaques and thought it would be beneficial in raising public awareness of architects. They believed the building owners would be willing to take on the costs of mounting the plaques. The OAA would have to add the costs of producing plaques into the Awards budget biennially. The plaque program would line up with the Design Excellence Award cycle, ideally starting in 2024.

It would be the onus of the building owners to mount the plaques themselves. The Committee did not believe that the OAA should take on these costs.

OAA Staff received a design sample from a supplier, but initial feedback from Committee members was not supportive. The project was temporarily put on hold when the Committee was sunset.

Annual Report*

The [OAA Annual Report](#) is an online publication to allow easy access to the document by members and the public. The Annual Report is a valuable resource that provides a year-in-review summary of OAA programs and services, and is a requirement as set out in the *Architects Act* (section 53).



Limited printed copies are distributed to the Ministry of the Attorney General. Digital copies are on the OAA Website and shared via email in the period leading up to the virtual Annual General Meeting in spring.

The Annual Report is currently under review to determine ways to better align the contents with the OAA's five-year Strategic Plan, while likewise streamlining content to avoid redundancy. The goal is to produce a report that is both more reader-friendly and less onerous to complete.

Local Architectural Societies (Programming + President's Visits)*

Located in 14 communities across Ontario, the [Local Architectural Societies](#) are the regional chapters of the OAA, providing opportunities for dialogue between local architects and the wider community. The Societies work to raise the awareness, appreciation, and understanding of architecture within their communities.

The 14 Local Architectural Societies provide a venue for dialogue between local architects, a support network for professional advice, social interaction among the architectural community, and opportunities for leadership, continuing education, and community outreach. The Societies represent the regional interests and concerns of architects across the province and often develop partnerships or collaborate with the municipality, school boards, heritage and historical societies, and local construction associations. Their projects and events include organizing and participating in lectures, forums, building tours, networking events, and exhibits.

The June 2023 Society Chairs meeting focused on developing a “**resource toolkit**” for Societies to help identify tools that will help them collaborate more effectively with the OAA and with each other, in terms of the strategic priorities of **Public Education** and Member Competency. The discussion yielded a number of priority needs, including:

- Increased **visibility** for Local Societies and their initiatives through OAA channels
- Meaningful opportunities for skill-, idea-, and resource-**sharing** between Societies; eliminate silos
- “**How-To**” resources for key engagement initiatives (how to approach government/lobbying, how to organize a walking tour, etc provided by the OAA and between Societies)
- Meaningful opportunities to **recognize and celebrate** successes
- Facilitating opportunities for **connection** in the broader community
- **Support for governance**, attracting and retaining a strong member base (including volunteers/staff), financial management/support, etc.
- **Continuity** of connection between the OAA and the Local Societies (including between societies themselves)

Each fall, the OAA President and select staff “tour” the Local Societies to discuss issues of relevance in regions across Ontario. While this used to be a physical tour of the province, new technologies have allowed these meetings to be conducted virtually with several societies at once.



Conference – Keynote and Awards

As per the Committee Terms of Reference, the Communications and Public Education Committee shall “Provide specific advice and recommendations to Council in relation to the annual conference location and theme; and keynote speaker” and “Provide specific advice and recommendations to Council in relation to the OAA’s Awards program including keynote and/or emcee for Design Excellence Awards or SHIFT; and appropriate jury members.”

The Keynote presentation kicks off Conference registration and sets the tone for the annual Conference theme. The Keynote presenter ought to be an individual of some renown, who can speak at a high level to the key themes of Conference, but they do not need to be from within the profession (often they are not). For the last three years, the Keynote presentation has been offered virtually, prompted at first by the COVID-19 pandemic, which has allowed a recording to be made available for a limited time to member and public audiences. Survey results from 2022 and 2023 (see appendices) indicate very strong favour (95% and 90% respectively) for a keynote event that is separate from the main conference, and delivered virtually.

While the Plenary has historically been primarily member-focused, in recent years, recordings of the plenary have been made available to public audiences, in particular the 2023 event which will be offered as the final episode of the OAA Podcast Season 1. Over the last few years, the plenary has been a panel format, with select guests from within and beyond the profession to discuss a topic that is highly relevant to the Conference theme. Offering a mix of speakers ensures a broadly relevant discussion and brings in expertise from outside the profession to ensure cross-pollination across industries.

The Awards program (discussed earlier) offers two streams that have high potential public relevance – the SHIFT Challenge and Design Excellence Awards. These both showcase the unique skills of the profession, and already come with “readymade” events and publications that could be tailored to target public audiences. The selection of jurors also has an impact on the quality of projects selected, and the Committee will play a role in ensuring jurors reflect a diversity of informed perspectives.

Queen’s Park Picks (World Architecture Day)*

In 2016, the OAA explored various options to engage MPPs in conversations about architecture, and determined that “piggybacking” on World Architecture Day would give an opportunity to celebrate local Ontario architecture in ways that reflect the values of the public.

The OAA’s [Queen’s Park Picks](#) (QP Picks) program asks Members of Provincial Parliament (MPPs) to share their favourite buildings or other structures from their ridings to be showcased as part of an annual celebration of architecture. The Association’s Policy Advisory Coordination Team (PACT) reviews the nominations and selects a shortlist of outstanding projects to mark World Architecture Day, held annually on the first Monday of October. The selected projects are researched by an external researcher, and a short profile is created about the history and contemporary life of each building, which are then



presented in an exhibition (which has been hosted online the last few years during and post-COVID).

The program is one of the OAA's most successful projects in terms of public visibility and media/social media uptake (in 2021, we calculated nearly 40 million impressions across various external channels/platforms). The program is highly successful with local media sources, providing a feel-good news story for the community that builds awareness and appreciation of local architecture across Ontario. It is also attractive to MPPs who can share their winning selection with their constituents. It also has garnered a lot of attention at Queen's Park—last year, it translated into 13 meetings with MPPs, which allows the OAA to advance key priorities with government. The program also offers unique insight into what is prized and valued in communities – something members themselves can leverage when working with clients.

OAA Headquarters – Performance Reporting and Video Tour

Since the completion of the [Renew + Refresh](#) retrofit (and once COVID-19 restrictions allowed), the OAA has increased its efforts to promote the building as a model for net-zero design and climate action in the built environment.

Originally conceived by the OAA Building Committee in response to COVID-19 social distancing requirements, the OAA has engaged Universus Media Group to develop a promotional video about the OAA Headquarters and its [Renew + Refresh](#) retrofit. The video will be a perennial resource to support the vision of the building as a model for deep energy retrofits and net-zero design possibilities. It will be stored on the OAA Website and can be shared with numerous audiences via numerous channels.

The video is currently planned in two phases:

- Phase I: Standard video tour with select OAA ambassadors and SMEs
- Phase II: Interactive video allowing a choose-your-own-adventure approach to expanded content (may need to seek Council approval for funding in 2024)

As part of its role as a model in sustainable design, the building has also been the subject of research by the National Research Council of Canada (see report in Appendices folder). The results of these reports can be leveraged to inform public conversations on this topic.

Doors Open Toronto

[Doors Open Toronto](#) is an annual event when approximately 100 buildings of architectural, historic, cultural, and social significance to the City of Toronto open their doors to the public. The event takes place on the last weekend in May each year and celebrates dozens of sites of architectural, cultural, and social significance. Doors Open is a **province-wide event** that happens in municipalities across the province throughout the spring and summer.

The OAA has participated passively in Doors Open in the past, with minimal staffing and no tours. However, having completed its [Renew + Refresh](#) renovation project, the OAA Headquarters began a more active approach in 2022



to show the public what has been accomplished as the building pursues net zero carbon performance and climate stability. Guided tours take members of the public throughout the building to look at the components chosen to meet this goal, including an energy-efficient geothermal system, solar panels, improved daylighting, motion sensors and LED fixtures, and tint-changing dynamic windows.

In 2022, over 500 individuals came, and in 2023, a total of **582** individuals visited the building over the course of the weekend, with a large number of those visitors taking tours with our guides David Fujiwara and Sheena Sharp, as well as OAA Staff working the event. This number is impressive given that the OAA Headquarters is not as immediately accessible to transit or pedestrians as many downtown locations. Further, these increasing numbers have resulted even with minimal public promotions from the OAA.

Public Awareness Sponsorships

Each year, individuals and outside organizations can apply for the OAA's Public Awareness Sponsorship program for assistance in carrying out projects or events promoting Ontario architecture to the public.

CPEC measures all applications against four criteria:

- potential to increase public awareness/appreciation of architecture and the allied arts and sciences;
- innovation, creativity, and relevance;
- ability to attract an audience and successfully run event/initiative; and
- alignment to goals, priorities, and themes of the [five-year Strategic Plan](#).

The Public Awareness Sponsorship program is intended for projects that have not yet occurred.

The funding is administered twice annually, in February and August, from a total funding pool of \$60,000.

There are currently two additional projects that receive funding outside this program:

- [No. 9](#) has received \$25,000 annually for a number of years, funded directly through the Council's policy contingency fund
- [Construction Toronto](#) receives \$1000 annually through Communications budget—however, this group has now been instructed to follow the traditional Sponsorship program to ensure fairness and transparency (they had previously been simply grandfathered in as a recurring expense).

Currently, the funding program allows groups to ask for variable amounts rather than set values (\$1000, \$5000, etc). This means Committee members are often faced with offering partial amounts to groups.

Currently, the program is also not marketed to a wide public, and many of the same groups apply year after year.



Special Project Funding for Local Architectural Societies

The Special Project Funding (SPF) program is intended for the Local Architectural Societies. It is awarded to carry out special projects or events (i.e. not continuous initiatives) that **cannot be covered by current assets of a Local Society**, and further the OAA's objective to establish classes, schools, exhibitions, or lectures in, and promote public appreciation of, architecture and the allied arts and sciences. **It requires submission of an Annual Report in early January each year.**

Each application is evaluated on the individual merits of the proposal and how it addresses the objectives of the Association, with priority given to projects excelling under the following criteria:

- potential to increase public awareness/appreciation of architecture and the allied arts & sciences; innovation, creativity, and relevance;
- ability to attract attendance and successfully run event/initiative—especially given the constraints of the pandemic and the need for physical distancing and other social gathering requirements; and
- alignment to goals, priorities, and themes of the [five-year strategic plan](#), which include [Climate Action](#) and [Equity, Diversity, and Inclusion](#).

Over the years, the number of requests for Special Project Funding has grown considerably, as well as the amount of funding that has been requested collectively. Currently, the funding pool is \$80,000. In an effort to provide more reliable funding, in 2023 the OAA introduced an additional three-year funding pot of \$25,000 to be distributed annually (however, the long term maintenance plan of this program still needs to be established). This funding pot will allow successful Societies to receive guaranteed funding for a three-year period before needing to reapply.

Ontario Schools of Architecture - Scholarship Program + Annual Grants*

For the five Ontario universities with architecture programs, the OAA provides two annual scholarships: the *Exceptional Leadership Through Design Excellence: Sustainability* scholarship, and the *Exceptional Leadership Through Design Excellence: Equity, Diversity & Inclusion (EDI) and Truth & Reconciliation* scholarship.

Each of these awards offers \$2500 to be awarded to two individual students in any year of the undergraduate or graduate program at each university. It also provides one such scholarship to be awarded to a student in OCAD University's Environmental Design program. These scholarships—administered at the discretion of the schools—are [awarded to those students](#) who best demonstrate design excellence and exemplary responses to the scholarship topics in a project or assignment.

The OAA also provides annual grants to the Schools of Architecture to advance appreciation of architecture and support student programs (\$5000 each).



Research Collaborations/Support*

From time to time, the OAA will partner with other organizations to support research on a topic of particular relevance to the Association and to the profession. For example, the OAA very recently supported research in collaboration with Jacobs Canada and the University of Toronto around [reimagining long-term care](#). The findings of such research efforts can be used to inform professional standards and advance priorities with relevant decision-makers.

It will also commission its own research, such as with the 2021 [Truth and Reconciliation Environmental Scan](#), which is an important resource to direct and shape the Association's response to the Truth and Reconciliation Commission of Canada's Calls to Action.

Other reports can be found on the OAA Website.

K-12 Architectural Education

With the objective to identify organizations currently doing work in K–12 architectural education and develop a better understanding of available programs and their challenges, the OAA and the Toronto Society of Architects (TSA) identified a number of K–12 architectural education programs and resources in Canada. The first phase of this work—an online survey of active organizations to collect information on their programs—informed the nature and scope of a **K–12 Big Think** in July 2023 (see appended “K–12 Arch. Education Survey Results Summary.pdf”). One central goal of this initiative was to identify what resources currently exist and how they might be coordinated in order to improve how architecture is presented to youth, how such an effort might be achieved, and by whom. It also provided opportunities for connection, cross-pollination, and collaboration among all these groups while likewise providing greater visibility for the breadth of work currently underway in Ontario.

The Big Think was attended by representatives from 12 organizations currently delivering extra-curricular education about architecture to elementary and secondary school students.

A number of possible opportunities for consideration arose for the OAA to support these efforts, including:

- Providing promotional and communications support to groups through the OAA's [Access to Architecture webpage](#) K-12 section (already built in to the page);
- Expanding funding opportunities for groups through the OAA's Public Awareness Sponsorship program;
- Connecting groups to the Local Architectural Societies to provide greater access to practicing architects as volunteers (which doubles as a readymade community engagement opportunity for the Societies);
- Identifying and connecting with champions within the school system – teachers or those on the school boards;
- Opening the door for these groups at the government and school board levels so they can do what they're good at; and
- Increasing marketing capacity to reach parents directly.



Podcast – Architecturally Speaking

The OAA podcast is an audio and video production featuring one-on-one interviews with guests from within the architecture profession, geared primarily toward a public audience. The pilot season comprises five 30-60 minute episodes (and one intro trailer) that focus on topics pertaining to the profession of architecture that aim to inspire and educate members of the public and the profession alike. Topics explored so far include:

- Sustainable design
- Paths to licensure / Becoming an Architect
- Accessible design
- Emerging trends in urban densification
- Designing for dignity in long-term care

The podcast pilot season was imagined as a proof of concept – depending on the success of Season 1, we would explore a Season 2. The release of Season 1 has been delayed as a result of the AATO court order while we evaluate recordings to ensure they do not include problematic or misleading content.

Public Consultations + Policy Work*

When the government introduces new legislation, they typically host a public consultation as part of the process. If the legislation is impactful to the public interest and relevant to the profession, the OAA will participate. This is done by way of a written letter or by way of oral deputations (a presentation to government), depending on the context, which is delivered to government and the official opposition. There can often be a question period where the person delivering the deputation must respond, which is an important opportunity to educate government on issues relevant to the profession.

The official speakers are the President, Executive Director, and Registrar, while PGR staff may accompany them or be deputized to speak on their behalf. All letters are signed by the President with rare exceptions where it might be the Executive Director.

As a regulator, **the OAA cannot engage in grassroots organizing**, and so involvement in public consultations must be handled carefully. Beyond responding themselves, the role of the OAA is currently to ensure that the membership is aware of public consultations and their right to participate in them. However, public consultations may also present an opportunity to educate the broader public about the OAA's position on key issues.

Every consultation that the OAA responds to is posted on the [Government Relations webpage](#) on the OAA website (going back about three years). Older ones are catalogued elsewhere, and can be pulled on request. This catalogue gives a good overview of the OAA's position on key public issues over time.



5.0

Next Steps - Group Planning Exercise (August 3rd)

The Ask

As per the Committee’s approved Terms of Reference, CPEC shall:

- Provide **input and direction on the proposed outreach strategy to educate the public about the role of architecture** in creating the built environment and its impact on society ***through the objectives and lenses of the strategic plan, including EDI, Climate Action, and Truth & Reconciliation***

It is suggested that the Public Outreach and Education Plan will set the foundation for activities until 2027 (to mirror the five-year Strategic Plan), with annual check points to evaluate and adjust as needed.

As a group, the Committee is asked to consider the information presented in the audit, respond to select questions provided, and use these answers to inform a group discussion. OAA Staff will then compile the results of the planning discussion into a Strategic Public Outreach and Education draft Plan to be considered by the Committee and, ultimately, Council.

The Committee is asked to use the accompanying evaluation matrix and worksheet to help structure their recommendations for the following:

Key Publics/Audiences <i>Who are we trying to reach?</i>	Key Projects <i>How are we going to reach people?</i>	Key Themes/Key Messages <i>What do we want people to know?</i>
<p>Considering the many “publics” the OAA currently reaches, <u>identify 3 to 5 priority audiences</u> to focus on in the coming years.</p> <ul style="list-style-type: none">• Where are the gaps? Where is the highest need? (the matrix may provide clues)• Where can we have the most return on investment?• Cross-reference the key audiences against key projects—do they align? Will we reach our target audiences?	<p>Identify <u>3 to 5 priority projects</u> that support the key publics and key messages.</p> <p>Consider which initiatives are doing well as-is, which might be worth investing in, and which may not be priorities right now. Consider how we might amplify impact by:</p> <ul style="list-style-type: none">• Leveraging partnerships; and• Piggybacking on existing initiatives. <p>Also remember the OAA’s scope as a professional regulator.</p>	<p>Consider identifying <u>3 to 5 priority messages</u>. Examples could include:</p> <ul style="list-style-type: none">• Unique role of architects (compared to others in the industry);• Importance of future members;• Broader appreciation of architecture/built environment;• The role of the OAA; and• Path to licensure for internationally trained professionals.

Committee recommendations will be discussed as a group. With this information to guide, the most effective tactics to deliver on the priorities can be determined. In some instances, it may be that the current tactics are appropriate, effective, and should continue as is.



Measures of Success

As per the Committee Terms of Reference, CPEC shall:

- Provide input and direction to ensure the development and implementation of **mechanisms to assess the OAA's public education and outreach strategy**

Considering the priorities identified in the previous exercise, what are some ways to measure our progress year after year? What milestones will indicate success? What are some goals or benchmarks to help us know we are on track in Year 1, Year 2, etc?

According to the Strategic Plan, key performance indicators under public education include:

- 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.

Drilling down further, how will these be measured? Some suggestions include:

- The OAA's program of public education and awareness is identifiable, well-articulated, and visible on the OAA Website
- Social media audience growth and/or increased engagement
- Earned media (number of articles)
- Invitations to participate in public projects or events
- Increased application numbers to OAA initiatives such as awards or sponsorships
- Increased visits to key OAA webpages

Identify **3 to 5 measures of success** that are relevant to the projects and will help us track progress over the coming years. These can be revisited and adjusted annually.



6.0 Summary of Deliverables

At the end of the planning meeting on August 3rd, CPEC will:

1. Have a clear understanding of the OAA's current public education and outreach projects to inform the direction for an outreach plan
2. Evaluate those projects to determine their value-add, considering:
 - a. Their relevance to the Public Education strategic priority
 - b. Their ability to support the strategic lenses of Climate Action and EDI
 - c. The investment (time, effort, resources)
 - d. Their audience reach and impact (current and potential)
3. Identify **3 to 5 priority audiences** to target until 2027 based on gaps revealed in the audit
4. Identify **3 to 5 priority projects** to focus on until 2027 based on gaps revealed in the audit
5. Identify **3 to 5 priority messages** to promote
6. Identify **3 to 5 measures of success**

This information will be compiled by staff and used to inform a draft Public Outreach Plan to be submitted to the Committee for review and discussion, and then presented to Council later this year by December 2023.



President's Log

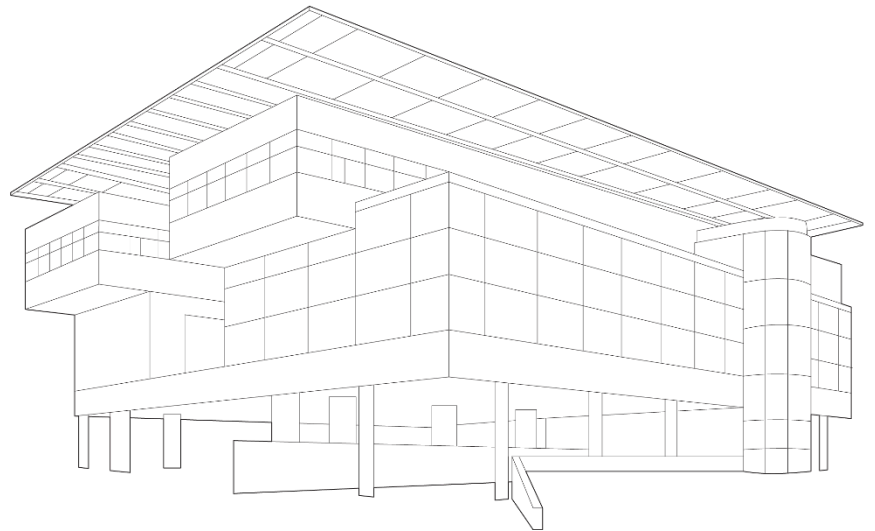
Date	Event/Meeting	Location	Attendees	Time
Friday Weekly	Check in with Executive Director	Virtual meeting	w/K.Doyle	8-9:00 a.m.
September 25	World Architecture Day (WAD) Practice Meeting	Virtual meeting	w/S.Speigel, S.Trotta, E.Walsh	3-4:00 p.m.
September 26	Pro-Demnity Board Meeting	Virtual meeting	w/Pro-Demnity Board	8:30 - 12 p.m.
September 28	FRAP Orientation Meeting	Virtual meeting	w/FRAP Registrants	6-7:00 p.m.
September 29	World Architecture Day (WAD) Practice Meeting	Virtual meeting	w/S.Speigel, S.Trotta, E.Walsh	3-4:00 p.m.
October 2	MPP Meeting with T.Arnott	Virtual meeting	w/MPP Arnott, S.Trotta	3-3:30 p.m.
October 3	MPP Meeting with A.Leardi	Virtual meeting	w/MPP Leardi, S.Trotta	9:15-9:45 a.m.
October 4	MPP Meeting with B.Karpoche	Virtual meeting	w/MPP Karpoche, S.Trotta	12-12:30 p.m.
October 4	MPP Meeting with S.Bowman	Virtual meeting	w/MPP Bowman, S.Trotta	2:30-2:45 p.m.
October 4	Bird Friendly Design Meeting with TMU Student	Virtual meeting	w/E.Missio	5-6 p.m.
October 5	MPP Meeting with L.Collard	Virtual meeting	w/MPP Collard, S.Trotta	12:30-1:00 p.m.
October 6	MPP Meeting with L.Coe	Virtual meeting	w/MPP Coe, S.Trotta	10-10:30 a.m.
October 6	MPP Meeting with R.Cuzzetto	Virtual meeting	w/MPP Cuzzetto, S.Trotta	12-12:30 p.m.
October 10	MPP Meeting with Parliamentary Assistant M.Rae	Virtual meeting	w/PA Rae, S.Trotta	11:30- 12 noon
October 11	Society Visit - Algoma, St.Lawrence, Toronto	Virtual meeting	w/Society members, T.Wilson, N.Krickhan, K.Doyle, C.Mytykshyn, K.Hunks	12-1:30 p.m.
October 11	MPP meet with J.Harden	Virtual meeting	w/MPP Harden, S.Trotta	3-3:30 p.m.
October 12	MPP meet with C.Hogarth	Virtual meeting	w/MPP Hogarth, S.Trotta	10-10:30 a.m.
October 12	Meet the OAA event	Virtual meeting	w/attendees, F. Abu-Bakare, staff	evening
October 13	Governance Meeting	Virtual meeting	w/Governance Committee	10-1:00 p.m.
October 17	London, Niagara, Northern Society Visit	Virtual meeting	w/society members, B.Birdsell, G.Redden, T.Wilson K.Doyle, C.Mytykshyn, K.Hunks	12-1:30pm
October 18	Pre-ROAC meeting	Virtual meeting	w/T.Wilson, K.Doyle, C.Mills	2-3:00 p.m.
October 19	ROAC Dinner	Toronto	w/ROAC reps, T.Wilson	7-9:00 p.m.
October 20	ROAC National Meeting	Toronto	w/ROAC reps, T.Wilson, K.Doyle, C.Mills	9:00 a.m.-4:00 p.m.
October 24	Grand Valley, Ottawa, Trent Society Visit	Virtual meeting	w/Society members, B.Birdsell, C.Payer, K.Doyle, C.Mytykshyn, K.Hunks	6-7:30 p.m.
October 24	RISE for Architecture - ROAC Discussion	Virtual meeting	K.Doyle	10-11:00 a.m.
October 25	OAA/OGCA Best Practices Liaison Group	Virtual meeting	w/K.Schuhmann, K.Doyle, M.Audet, OGCA	10-11:30 p.m.
October 26	Highlights of Sudbury virtual event	Virtual meeting	w/Members and Presenters	9:00a.m.- 4:00 p.m.
October 26	FRAP Module 005 - Fees - SME Online Session	Virtual meeting	w/FRAP Registrants	6-8:00 p.m.
October 30	EABO Meeting	Virtual meeting	w/EABO Committee, K.Doyle	2-4:00 p.m.
October 30	Hamilton & Burlington, North Bay Society visit	Virtual meeting	w/society members, C.Karney, T.Wilson, K.Doyle, C.Mytykshyn, K.Hunks	12-1:30 p.m.
November 8	Executive Committee/Pro-Demnity Joint Meeting	Virtual meeting	w/Executive Committee, Pro-Demnity	12-2:00 p.m.
November 10	Pre-meet re. Associate Minister of Housing meeting	Virtual meeting	w/S.Trotta, E.Walsh	2:30-3:30 p.m.
November 13	Executive Committee	Virtual meeting	w/Executive Committee	11:00 a.m. - 12 noon
November 14	MPP meet with M.Schreiner	Virtual meeting	w/MPP Schreiner, S.Trotta	2-2:30 p.m.
November 14	Meeting w/Associate Minister of Housing R.Flack	Virtual meeting	w/Assoc Minister Flack, K.Doyle, S.Trotta	3:15-3:45 p.m.
November 14	Registration Committee Hearing Results	Virtual meeting	w/K.Doyle, C.Mills	4-5:00 p.m.
November 17	Governance Meeting - ED & Registrar Performance Reviews	Virtual meeting	w/Governance Committee	10 - 1:30 p.m.
November 20	Meeting w/TSA Executive	Virtual meeting	w/TSA Executive, K.Doyle	1-2:30 p.m.
November 21	OAA Society Chairs Meeting	Virtual meeting	w/K.Hunks, C.Mytykshyn	10:30-12:00 P.M.
November 23	Pro-Demnity Board Meeting	Toronto	w/Pro-Demnity Board	1-5:00 p.m.
November 23	Pro-Demnity Board Dinner	Toronto	w/Pro-Demnity Board	6 - 9:00 p.m.
November 27	2023 MMAH Housing Forum	Toronto	w/S.Speigel, E.Walsh	9:00 a.m.-4:30 p.m.
November 28	International Architecture Roundtable Dinner	Toronto	w/Panel members	6:30-9:00 p.m.
November 29	International Architecture Roundtable	Toronto	w/attendees, panel members	8:30-10:30 a.m.
November 30	pre-Council agenda review	Virtual meeting	w/K.Doyle, C.Mills, T.Carfa	9-10:00 a.m.
November 30	pre-Council dinner	Toronto	w/Council	7-9:00 p.m.
December 1	Council Meeting	Toronto	w/Council, staff	9:30 a.m. - 3:00 p.m.
December 1	Seasonal Celebration Dinner	Toronto	w/Council, staff	6-11:00 p.m.

FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 6.1

Executive Director Report to Council

FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 6.2

November 22, 2023



PRESENTED BY

Kristi Doyle
Executive Director



Ontario Association
of Architects

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.

OAA Strategic Plan

The close of 2023 represents the first full calendar year of the implementation of the OAA's 5-year Strategic Plan. The Plan officially launched in May 2022 - sometimes referred to as our 'five and a half' year plan. The latter half of 2022 was focussed on a governance review, which included work to align the OAA committee structure and mandates with the Strategic Plan. Council will recall that in February of this year, the planning session focussed on the development of work plans for each of the standing committees to aid in full implementation of the Strategic Plan which has been instrumental in focusing and guiding the work of the OAA in support of our primary mandate.

Council's 2024 planning session will be held on January 18/19, a key focus of which will be reporting on achievements towards the Strategic Plan in 2023. Senior management is working on the agenda for the session in consultation with the Governance Committee. The staff team leads have begun working on the summary of achievements for each service area and committees based on their 2023 work plans.

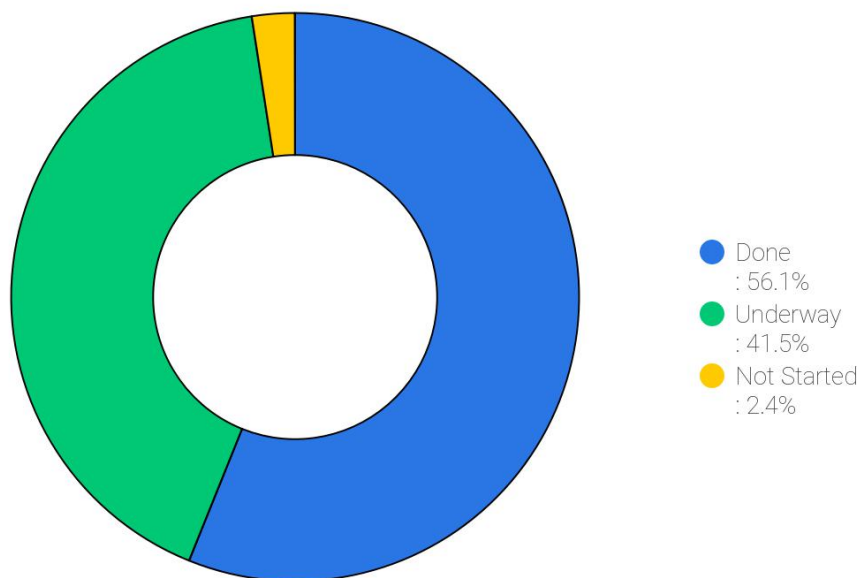
The commitment to recognize and follow the strategic plan as the guiding tool has been solid throughout 2023. The Council, staff and volunteer team are commended for this effort.



Operational Review

Implementation of the recommendations resulting from the OAA's Operational Review is one of the main focusses of the **Governance & Operations** pillar of the OAA's Strategic Plan. We are now in 'year 3' of the 5-year plan to address the operational review recommendations and the work has been steady and remains on track. A more detailed report on the status of the 39 recommendations and what remains to be completed will also be reported to Council at the January planning session.

As at November 20, 2023 the percentage of completion is:



Administration + Operations



We are pleased to announce that Architect Tina Leong, currently serving as the part-time Review Architect under the IAP, has added part-time Practice Advisor to her roles and responsibilities at the OAA. Tina is a great addition to the PAS team.



Registrar Christie Mills and I hosted a virtual information session on November 4 for candidates running in this fall's election. This session was introduced two years ago as a means of helping nominated candidates gain a better understanding of the requirements of serving on Council, and offers helpful context to ground their understanding of the role of the OAA.



Our Wednesday staff meetings have included terrific content for staff in our 'peer to peer' learning series. This program has been very well received by staff, and participation from all areas of the OAA has been high. Recent topics have included: *minimizing risk by recognizing spam and phishing email; understanding the mandate of the OAA and our regulatory framework; update on implementation of the operational review*

recommendations and, the basics of financial management for NFP organizations.



As reported each meeting, the Registrar and I continue to devote considerable time and effort to address the necessary legislation, which responds to the outcome from the Court Order. In addition to this, efforts have been focussed on the OAA's response to the FARPACTA legislation and establishing alternatives to Canadian experience requirements.



Monthly Team Leads meetings were held on October 16 and November 20. Among other items, there has been focussed discussion in regards to the achievement of individual committee work plans as well as operational work plans for 2023. Reporting on progress and/or achievements during 2023 will be an important part of the Council planning session in January. Under my direction, staff have also begun to think about work plans for 2024, which is directly tied to furthering the 5-year strategic plan and the annual budgeting process. Committee work plans for 2024 will be on the agenda for standing committees early in the new year.



A third party consultant was engaged during November to move forward with the Office 365 conversion project. *CrucialLogics* will work with the OAA to migrate our on-premises network drives to SharePoint Online to take advantage of and receive training for the new features and integrations available in Microsoft 365. This will also include the design and implementation of a corporate intranet on SharePoint Online. Before completing this migration, Cloud Data and Identity Protection will be designed and deployed to achieve a higher-level security, authentication, and productivity capabilities by using Microsoft technologies. This work is in direct response to the 'IT bucket' of recommendations arising from the 2021 Operational Review. This is a major project and will span approximately 15 months.



The installation of a humidification system, as recommended by the Building Committee, was completed in the month of November.



As a reminder, the OAA meeting room rental package was completed and posted to the Website earlier this year. On October 12, space in the building was rented by a company conducting a photoshoot for a retail client.



The Governance Committee conducted annual performance evaluations for OAA Registrar, Christie Mills and me on November 17. The remainder of the annual performance evaluations for staff will be completed by the appropriate Team Leads and submitted to the Manager, Human Resources no later than November 30.



Public Outreach + Education



The annual meetings with the OAA President and local Societies concluded on October 30. A follow up meeting to discuss progress made on the Society Toolkit has been scheduled with the Society Chairs and Council Liaisons on November 21.



The Annual General Meeting of the Construction and Design Alliance Ontario (CDAO) was held at the OAA Headquarters on September 20 followed by a full Forum meeting. OAA President Vilardi and Immediate Past President Spiegel along with OAA Manager Policy & Government Relations, Sara Trotta and I attended. Of specific note were discussions around housing affordability in Ontario, as well as the next CDAO 'procurement day' which is anticipated in spring 2024. I continue to serve on the Board of Directors of the CDAO for another year.



The OAA was thrilled to host Architectural Students from Toronto Metropolitan University on October 26 for a tour of the building. I have made outreach to other professors at the Schools of Architecture to gauge their interest in bringing their students to the Headquarters.



I met with my counterpart at ARIDO, Sharon Portelli on October 16. This is in keeping with our regular 'check in' discussion on issues of mutual interest as well as our collaboration on the regulation of interior design under the *Architects Act*.



President Vilardi and I met with the Executive of the Toronto Society of Architects on November 20 to explore ways in which to increase collaboration between the OAA and the TSA in relation to furthering the OAA strategic goals and objectives.

National Initiatives



The Consultant report and recommendations re. the *Review & Modernization of the Examination for Architects in Canada (EXAC)* was received by the members of the Regulatory Organizations for Architecture in Canada (ROAC) on October 20. The Report and proposed next steps are contained elsewhere in this agenda package.



President Vilardi, SVP & Treasurer Wilson, Registrar Mills and I attended the semi-annual meetings of ROAC in Toronto on October 20. The agenda for this meeting and additional reporting is included elsewhere in this agenda package.



OAA staff will begin drafting of the annual budget for the national Committee for the Examination for Architects in Canada (CEXAC) shortly. As a reminder, the OAA is responsible for oversight and administration of the ExAC finances on behalf of ROAC.



Relationship Building



OAA Administrator Website, Tamara King attended a reception in recognition of the Honourable Elizabeth Dowdeswell on November 2. King has been the key connection between the OAA and the Lieutenant Governor's office for many years in relation to the OAA's Awards Program. A letter of congratulations has been sent to the new Lieutenant Governor, Her Honour the Honourable Edith Dumont under OAA President Vilardi's signature.



Along with Manager Practice Advisory Services Mélisa Audet, we have been working with legal counsel and Pro-Demnity as well as our colleagues at ARIDO and ACEC-Ontario to review Infrastructure Ontario's draft supplementary conditions to the OAA's new Document 600-2021. Deadline for our feedback is November 27. The outcome of these discussions and the final SC's will be communicated to the membership shortly.



The OAA/OGCA Best Practice Group meet on October 25, 2023. Attending on behalf of the OAA was OAA President Vilardi, Vice President Schuhmann, Manager PAS Audet and me.

Looking Ahead

The following is coming up:



The OAA Demographic Survey will be administered to the membership in early January.



OAA Registrar Christie Mills and I will be speaking with Chapter Chairs of the Ontario Building Officials Association on December 18. We will be discussing professional design requirements as well as site plan approval and requirements for professional design. This will be an excellent opportunity for open dialogue and communication.



Staff will be enjoying our annual team lunch on November 24, 2023 at the OAA Headquarters Building.



OAA's Finance Team are ramping up for the annual audit process as well as membership fee renewals.



Agenda and content preparations are underway for the Council Planning session, which will be held on January 18 (pm) and January 19 at the OAA Headquarters Building. This session will also include elements of training and professional development for Council members.



Office of the Registrar Statistical Report

FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 6.3

FOR THE PERIOD SEPTEMBER 6 TO NOVEMBER 14 2023

PRESENTED BY

Christie Mills



Ontario Association
of Architects

The Registrar's Report to Council provides an overview of key statutory matters and statistics, both ongoing and planned. Items of regulatory importance to the Association include information on the activities of the following:

- The Experience Requirements Committee (ERC);
- The Complaints Committee;
- The Discipline Committee;
- The Registration Committee; and
- Act Enforcement.

The report also provides statistical information regarding:

- OAA membership and OAA status composition;
- Licence applications;
- OAA Certificate of Practice composition;
- Certificate of Practice applications; and
- Growth statistics of the above.

The Association's principal objective is to protect users and potential users of professional architecture services by governing its licensed members, including holders of certificates of practice and temporary licences, so that the public can be confident OAA members are appropriately qualified and meet the requirements at law to practise architecture. As a self-regulated professional organization, the OAA is authorized by the Government of Ontario, under provincial statute to establish, monitor, and enforce standards of practice and performances for its members and practices. For the purpose of carrying out these objectives, the Association relies on statutory committees and processes; the statistics of which are highlighted below.

Experience Requirements Committee (ERC)

Upon referral, the Experience Requirements Committee determines if an applicant has met the experience requirements prescribed by the Regulations forming part of the eligibility requirements for the issuance of an OAA licence.

As per Section 13(3)b of the *Architects Act*, the Registrar, on their own initiative, can (and on the request of an applicant, *shall*) refer an application for the issuance of licence to the ERC for a determination as to whether the applicant has met the experience requirements prescribed by the Regulations for the issuance of licence. Additionally, the Committee will determine as to whether the applicant has met the experience requirements prescribed by the Regulations for the issuance of licence in matters related to [Exemption Requests to Council](#) as set out in Section 33 of the Regulations.

There were no ERC assessment interviews held in the period of September 6 to November 14, 2023.

Complaints Committee

As the regulator of the practice of architecture in Ontario, the OAA handles complaints regarding the conduct or actions of a member of the OAA. The [Architects Act, R.S.O. 1990, c. A.26](#) prescribes the complaints process to ensure the public interest in Ontario is served and protected. A complaint may be made if there is concern a member of the OAA (Architect, a holder of a Certificate of Practice, or holder of a Temporary Licence) has contravened the *Architects Act* or has engaged in professional misconduct as set out in the Regulations (R.R.O. 1990, Reg. 27, s. 42).

Below are the complaints committee statistics for this reporting period of September 6 to November 14:

Total Inquiries ¹	4
Total Complaints	13
Held in abeyance	2
Preliminary Review Stage	0
Active ²	5
Closed	
Not referred (dismissed)	1
Not referred (caution)	0
Referred to Discipline	0
Registrar's Investigations ³	3
Good Character Investigations	2

Discipline Committee

Discipline decisions are the result of hearings conducted by a tribunal comprising two senior members of the OAA and a Lieutenant Governor in Council Appointee (LGIC) from the Discipline Committee. The Discipline Committee hears allegations of professional misconduct against members of the Association, holders of a Certificate of Practice, or holders of a Temporary Licence.

Allegations may arise through:

- referral of a matter by the Complaints Committee; or
- Council directing the Discipline Committee to conduct a hearing into allegations of professional misconduct in a specific situation.

¹ Any communication about a member's professional misconduct. This number includes matters that has since been referred to complaints, however, not all complaints began as inquiries.

² Active includes matters in documentary exchange process, in an active investigation or before a panel prior to the parties being notified of the disposition

³ Not yet referred to a committee

Currently there is

- Two (2) cases ongoing;
- Two (2) cases to be scheduled; and
- One (1) ongoing appeal.

Registration Committee

When the Registrar proposes to refuse (Notice of Proposal (NoP)) an application for licence, certificate of practice or temporary licence; proposes to suspend or revoke a certificate of practice or temporary licence; or, proposes to issue a licence, certificate of practice or temporary licence with terms, conditions and limitations, the applicant may request a hearing before the Registration Committee. The Committee hears the matter and makes a determination as to the proposal by the Registrar.

The hearing is held before a panel of three members of the Registration Committee. A Registration hearing is not an appeal and is not a review of the decision made by the Registrar. A hearing is an opportunity for an applicant to present evidence in support of their application. The applicant bears the onus of satisfying the Registration Panel, on reasonable grounds, that they meet the requirements of the Act and the Regulations for the purpose of issuance of a licence or Certificate of Practice.

The Registration Committee is currently experiencing a large influx of hearing requests. At the time of drafting this memo, there were

- thirty-five (35) hearings are in the process of being scheduled with November 27 as the next potential hearing date; and
- one (1) hearing was completed October 6, 2023. The hearing was held for a former Licensed Technologist OAA. The Registration Committee determined that the requirements would not be exempted and thus directed the Registrar to refuse to issue a licence and certificate of practice.

Some of the hearings may proceed as grouped proceedings if agreed upon by the Committee and applicants. There are OAA staff dedicated to administer these matters and OAA legal counsel is prepared as required. There will also be a dedicated staff Hearings Officer to coordinate and support the Registration Committee. The Committee's independent legal counsel (ILC) is actively working with the Committee.

Act Enforcement

The Act restricts the practice of architecture to licensed members of the OAA providing professional services through a Certificate of Practice issued by the OAA. The practice of architecture includes:

- the preparation or provision of a design to govern the construction, enlargement, or alteration of a building;
- evaluating, advising on, or reporting on the construction, enlargement, or alteration of a building; or
- the general review of the construction, enlargement, or alteration of a building.

It is an offence for an unlicensed person (including a corporation) to use the term “architect”. It is also an offence to hold oneself out as engaging in the practice of architecture without a licence issued by the OAA.

Misrepresentation of the protected title “architect” and misleading claims or advertising (inadvertently or purposely) could lead the public to conclude they would be receiving architectural services from a licensed and regulated professional.

The OAA’s regulatory mandate includes taking action against those unlawfully providing architectural services. The *Architects Act* and its Regulations outline specific exceptions, but outside of these, the OAA may take legal action. The OAA will investigate when a possible infraction is brought to its attention. If it appears illegal practice has occurred, the OAA may do one or more of the following:

- Send an inquiry letter advising of the concerns, and request specific corrective action. This is a common first step in the case of misrepresentations.
- Request the individual sign an undertaking and covenant agreement, which includes an acknowledgment of the breach of the *Architects Act* and agrees to compliance in the future.
- Pursue financial damages or injunctive relief through the courts.

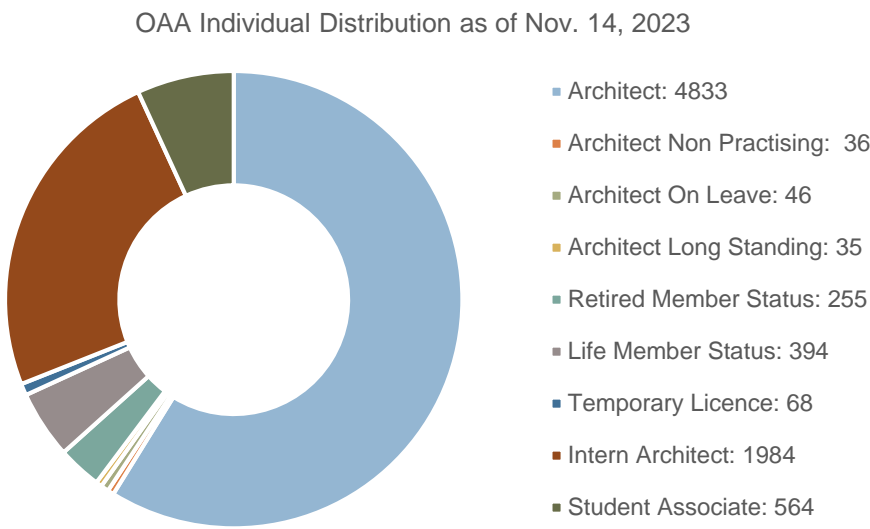
Below are the act enforcement statistics from September 6 through November 14, 2023:

Active files/ Ongoing investigations	76
Resolved by Legal Counsel	0
Resolved by OOTR	2
Unable to locate	0
No breach found	2
Injunction Resolved	1

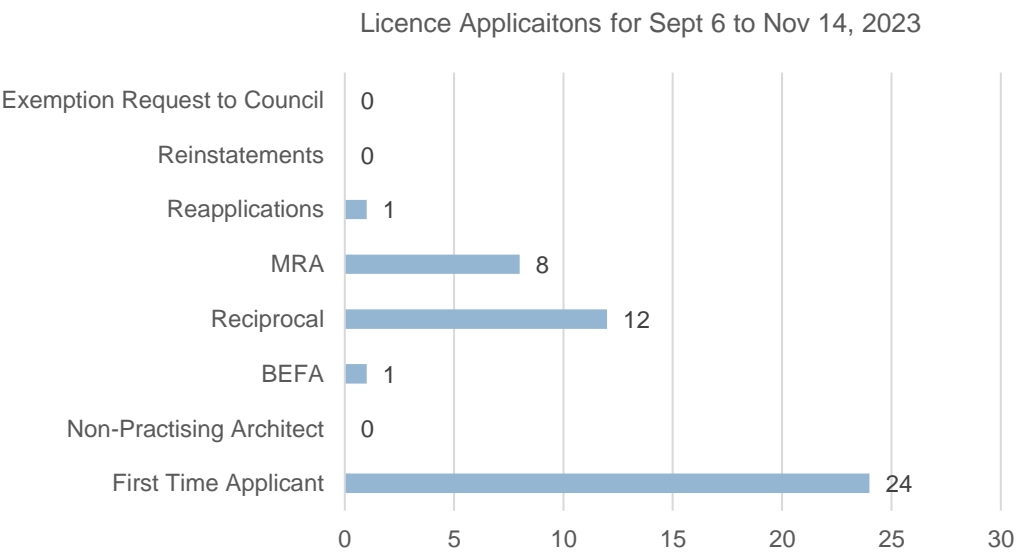
Statistics

Below are the OAA community statistics as of November 14, 2023 indicating current records as well as changes for the period of September 6 to November 14, 2023.

OAA Members and Status Holders

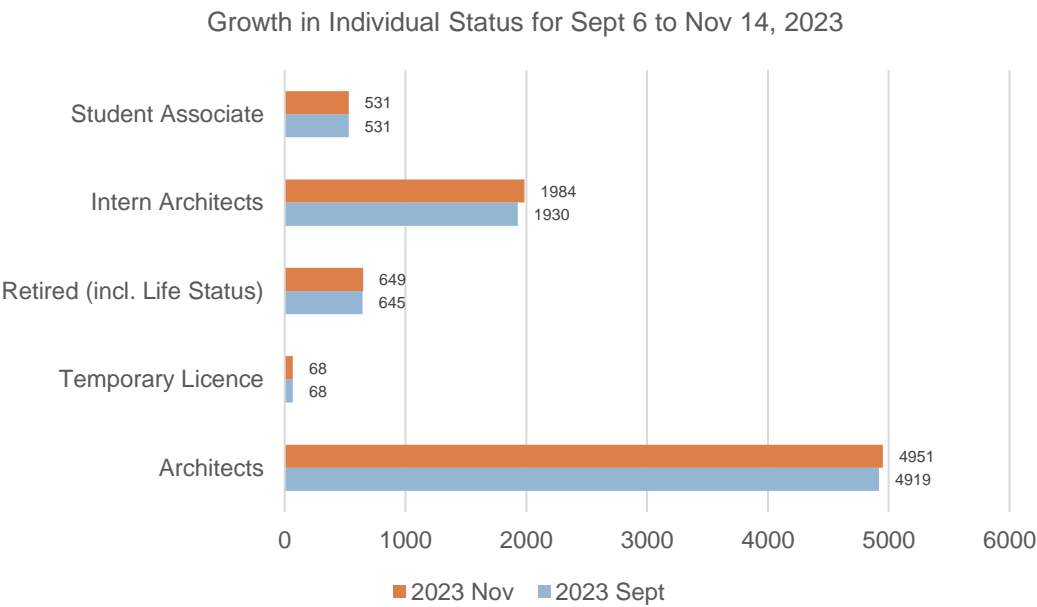


Licence Applications



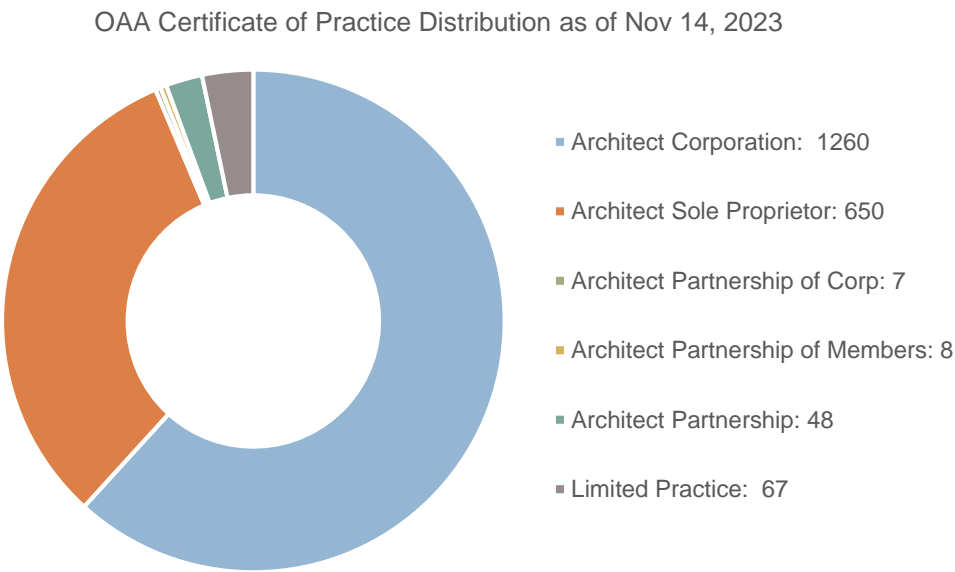
- Total licence applications received for period were 47;
- Total licence applications approved for period were 46; and
- Of the 24 First Time Applicants 11 were internationally educated applicants.

Growth in Individual Status

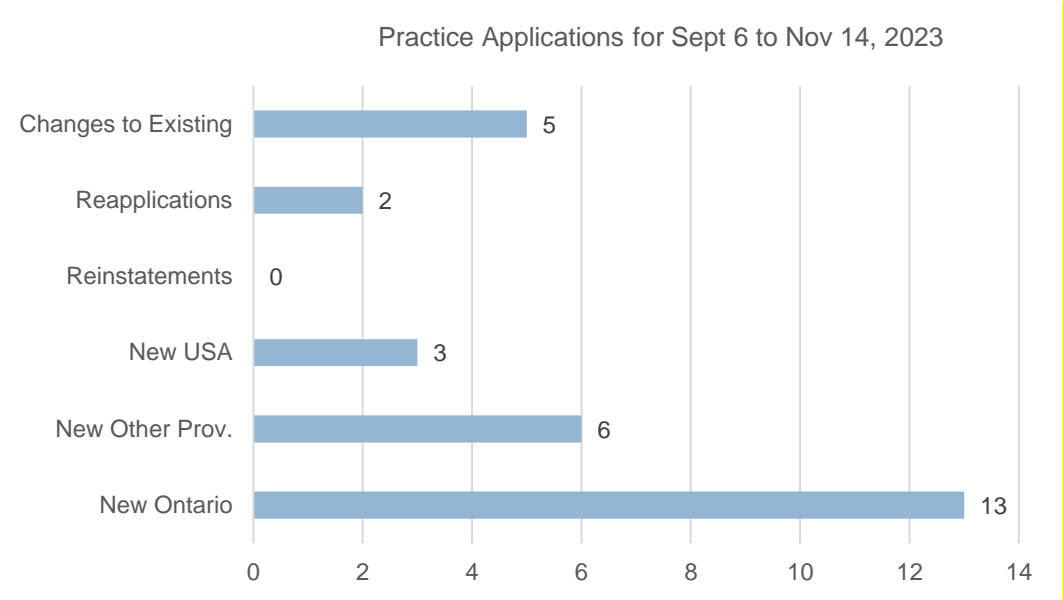


- Total Intern Architect applications received for period was 81;
- Total Student Associate applications received for period was 63;

Certificate of Practice

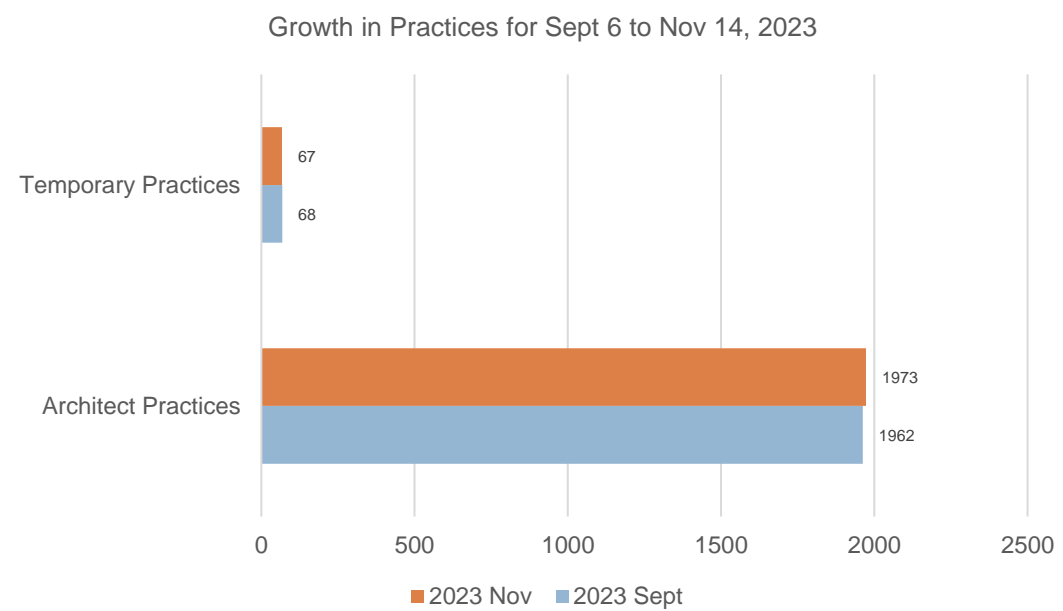


Certificate of Practice Applications



- Total certificate of practice applications received for period were 25
- Total certificate of practice applications approved for period were 29

Growth in Practices



Governance Committee Memorandum

To: Council

Settimo Vilardi	Farida Abu-Bakare
Loloa Alkasawat	J. William Birdsell
Jim Buttici	Kimberly Fawcett-Smith
Christina Karney	Natasha Krickhan
Michelle Longlade	Lara McKendrick
Elaine Mintz	Deo Paquette
Clayton Payer	Greg Redden
Kristiana Schuhmann	Susan Speigel
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING

December 1, 2023

(open)

ITEM: 6.4.a

From: Governance Committee

Ted Wilson, Chair, SVP & Treasurer
Settimo Vilardi, President
Michelle Longlade, LGIC Appointee

Susan Speigel, Immediate Past President
Elaine Mintz, LGIC Appointee

Date: November 17, 2023

Subject: Update from OAA Governance Committee

Objective: To provide Council with an update regarding recent activities of the Governance Committee.

The Governance Committee last met October 13, 2023.

The following items of note were discussed by the Committee:

Pending Eastern electoral district council seat vacancy:

The Committee was informed that Councillor Payer would be vacating his Eastern Seat as of October 31, 2023 due to relocation out of the electoral district. In accordance with the *Architects Act* and Regulation, the Governance Committee will be overseeing the recommendation of an appointment to this seat in consultation with the Registrar.

Terms of Reference for Intern Architect guest (Intern) at Council:

The Committee reviewed the draft Terms of Reference for the Intern Architect Guest at Council. See separate agenda item for more information.

Update on Legislative Amendments i.e. Limited Licences:

Vilardi, Doyle and Mills have been diligently working with the Ministry of the Attorney General (MAG). See separate agenda item for more information.

Policy Review Schedule:

The Governance Committee established a schedule for review of the OAA's Council and Staff policies. From a legal perspective there are certain policies that need to be reviewed annually such as the Health & Safety Policy. Aside from this, it was approved that staff review policies once every three years and/or more frequently if needed.

Council Training:

The Committee agreed upon specific training that will be presented to Council as part of the February Annual Planning Session. Topics to be covered will be Best Practices for Governance Oversight, Basics of Financial Management for Regulatory Bodies and Overview of OAA Website. This will continue to be developed over the next several months along with the agenda for the planning session.

EDI Roundtable and Demographics Survey Update:

The EDI Roundtable led to an engaging discussion in which Vilardi participated. It was a successful event in which a report will be provided to council for review. See separate agenda item regarding the Demographics survey.

Multi-year Roadmap for Workforce Planning:

As an ongoing agenda item, OAA Manager, Human Resources, Kathy Armbrust presented a plan for ongoing actions related to succession planning. This roadmap will address multiple recommendations from the Operational Plan. Staffing updates were also provided.

Work Plan:

It was noted that the Governance Committee accomplished all of the major priorities in the 2023 work plan, which entails ongoing work into future years.

Action

None. For information only.

Attachments

None

Memorandum

To: Council

Settimo Vilardi	Farida Abu-Bakare
Loloa Alkasawat	J. William Birdsell
Jim Butticci	Kimberly Fawcett-Smith
Christina Karney	Natasha Krickhan
Michelle Longlade	Lara McKendrick
Elaine Mintz	Deo Paquette
Kristiana Schuhmann	Greg Redden
William (Ted) Wilson	Susan Speigel
Marek Zawadzki	Thomas Yeung

FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 6.4.b

From: Kristiana Schuhmann, Vice President & PRC Chair

Date: November 21, 2023

Subject: Practice Resource Committee (PRC) - Update.

Objective: To update Council on Practice Resource Committee (PRC) activities, including Council's Workplan project for PRC.

Activities Report – Practice Resource Committee (PRC)

Practice Resource Committee had its sixth meeting of the year on November 9, 2023. This hybrid meeting focused on the following key items:

General Updates

The Committee was reminded of the upcoming Council election, new TEUI calculator and webinar, etc.

The next edition of the [Practice Advisory E-newsletter](#) will be issued on November 24, sharing updates on the CBHCC Fall 2023 Public Review, an article on price escalation clauses, etc.

PAS also gave an update on activities related to Public Outreach and Education:

- PAS conducted a webinar entitled “OPBA Talks - Public Procurement: The Advantages of Using Standard Form Contracts” with more than 65 members of the [Ontario Public Buyers Association \(OPBA\)](#) on October 19th. This was in addition to 2 articles previously published by OAA's Executive Director in their newsletter.
- Another webinar is scheduled with the [Ontario Association of School Business Officials \(OASBO\)](#) on Nov. 17 - further extending dialogue with clients and creating opportunity to discuss how to optimize RFPs for professional services as well as covering the role of the OAA as a regulator.

Document Development and Maintenance

1. OBC Data Matrices Updates – (refer to PRC Workplan) & proposed updates to Practice Tip PT.03 Building Code Matrix (refer to attachments): Given the extensive changes to the OBC since the last Practice Tip refresh, the data matrices had to be reviewed to confirm updates needed.

Since the August 31st meeting, staff worked on incorporating the comments from PRC, and doing final testing on the Excel workbook before working on the Word files for imminent upload. PRC discussed the review process and suggested alternative approaches to be considered in meeting the deadline. Subsequently, staff engaged a consultant to finalise the first stage of the review. Comments received have been used to update the matrices, with topics such as encapsulated mass timber addressed.

The Seismic Supplement (Excel workbook only) has also been reviewed and proposed changes were also made (refer to item 2. of this memo below)

PRC was advised the project is complete. Next steps include uploading the revised files to the OAA website before the end of the year. A communication plan will be deployed to advise members of the updates once resources are on the website.

2. Review of the proposed updates to PT.35 - Importance Category and Seismic Restraint (refer to attachment): As another step in the process of increased harmonization with the National Building Code, OBC Section 4.1.8 Earthquake Loads and Effects has been revised - effective as of January 2020 - to align with NBC 2015. In order to maintain PT.35 - Importance Category and Seismic Restraint, the Practice Tip has undergone updates consistent with those in PT.03. The revised PT.35 & its attachment should be posted on the website in the next couple of weeks. Note that PAS is considering merging the content of PT.35 into PT.03 before withdrawing PT.35. This may be done during the review of Practice Tips following the release of the next version of the OBC.
3. Review of New Practice Tips PT.10.3 and PT.10.5 on the *Construction Act* – in progress: PAS worked with legal council to create two new Practice Tips to augment the PT.10 series on the *Construction Act*: PT 10.3 Prompt Payment and PT 10.5 Adjudication. For additional updates, refer to memo entitled “Practice Resource Committee (PRC) – New Practice Tips” in the 4.12 section of the agenda.
4. Review of updated Practice Tip PT.25 – Design Build via Advisory Group: With the launch of the [OAA 2021 Contract Suite and Guides](#), PAS has been working on updating peripheral documents that are intended to support the use of the OAA’s standard forms of contracts and guides. Legal review was completed on the draft of the updated Practice Tip PT.25 Design-Build: OAA 600-2021. As the title indicates, it is a Practice Tip which provides a template of amendments, additions and modifications to the current 2021 edition of OAA 600 for use on design-build projects. The draft of the updated PT.25 document for use with [OAA 600-2021](#) were developed by starting with the previous version for [OAA 600-](#)

[2013 \(PT.25 Design-Build: OAA 600-2013\)](#), then making adjustments for the renumbering, changed definitions, and *Construction Act* provisions. PRC was invited to provide their comments on the draft resource but at the August 31st meeting, identified that the current PRC members did not have the needed specific project delivery experience.

An Advisory Group for the review of PT.25 was created; it includes members with a wide range of design-build experience: residential projects, large projects, project with federal government, etc. A brief kick-off was hosted on November 17 and members were invited to comment on Google drive platform. Staff have reviewed the notes. Additional time is required to discuss issues raised with the group and finalise with the legal team. Staff will develop a revised schedule with an aim to present to Council in Spring 2024.

5. Continued Production of Documents: Procedures at a Glance - CCA and Procurement and Construction Documents phases: The Committee reviewed the work tracker spreadsheet and continued the discussion on current draft articles with topics such as specifications, re-use of BIM files, etc. As part of a broader review of the bank of resources on the website and the associated maintenance efforts related to the upkeep of them, PAS will be reviewing this content in the next couple of months as part of a broader strategic overview.

Other General Practice Topics/Emerging Issues Discussed

- Use of AI in Architecture - Seeking feedback from PRC on their experience in practice.
- Canadian Construction Document Committee (CCDC) document updates, which are planned to be published on Nov. 29: CCDC 2MA – 2023 Master Agreement between Owner and Contractor (including an updated CCDC 2MA Work Authorization), CCDC 4 – 2023 Unit Price Contract, and CCDC 18 – 2023 Civil Works Contract
- Change to architect's role/scope with Construction Management (CM) projects typically CCDC 5A or 5B - gather input on members' approaches and practises that need to be addressed, or are found confusing or difficult in current CM contracts.

Action,

None. For information only.

Attachments

Attachment 1: Practice Tip PT.03 Building Code Matrix (version 4.3), Attachment 1 Guide to the Completion of the OAA Building Code Data Matrices (version 4.3), Matrices for Part 3, Part 9, Part 10, Part 11

Attachment 2: Practice Tip PT.35 - Importance Category and Seismic Restraint (version 1.2) and Attachment 1 Seismic Hazard Index Calculations – Examples (version 1.2)



Building Code Data Matrix

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Summary

Practice Tip PT.03 describes tools for use by members in compiling a building code data matrix and includes information on some improvements to the matrices.

Regulation 27 of the *Architects Act* requires that members must include building code compliance data in an application for building permit in accordance with original Practice Bulletin A.9 2004. PT.03 is an update of the original Practice Bulletin A.9 as a result of changes to the building code. Appropriate practice in regard to communication of code related data when applying for a building permit includes a systematic approach to compilation and presentation of a summary of the project's key building code compliance data.

Background

This Practice Tip provides a suggested means of organizing, summarizing, and presenting critical building code compliance data that forms the basis for the design of the building.

The summary is not intended to be a comprehensive listing of all items in a building code review or analysis, but rather identifies key building code requirements to which the design complies.

Locating this summary information in a conspicuous place on one of the first sheets of the drawing set not only expedites the building official's review of the application, but also informs others involved with the project (e.g. contractors, trades, consultants, etc.) about applicable code related issues. Although the information specifically refers to the Ontario Building Code, similar procedures can be used for projects governed by the National Building Code of Canada or any of the other provincial building codes.

Recent Revisions

The Part 3 matrix now allows selection of encapsulated mass timber alone or in combination as per subsection 3.2.2.

The Seismic Supplement in the workbook permits the indication both $S_a(0.2)$ and $S_a(2.0)$ values as well as the use of seismic isolation and supplemental energy dissipation systems.

The Excel matrix tool for member use makes extensive use of drop-down lists to speed data entry and to make input more convenient and consistent.

The Microsoft Word based version of the matrices remains and has been updated for those who prefer to use that option.

The templates are separated into four individual matrices. One each for: Part 3, Part 9, Part 10, and Part 11.

In the Excel templates there is a Read Me First tab containing information about using the workbook. In the workbook there is additional information on supporting tabs to assist in interpolating the limiting distances and the seismic hazard index.

Suggested Procedure

1. Code analysis is done in the early design stages and refined through the design development and construction documents stages. Establish in your practice a system that documents the initial code analysis, confirms it during subsequent phases, and that facilitates the inclusion of the selected elements for the building code data that is ultimately submitted with a permit application. Consider including the data matrix as a record of the decisions made in any design briefs developed during the project.
2. Prepare the preliminary data matrix early in the project to establish the overall framework to which the design must comply. This helps to determine which specialist consultants may be required and reduces surprises in later project stages (such as determining an exterior wall is required to be non-combustible due to spatial separation).
3. Use the code data matrix templates to develop a standard for your practice adapted as needed to meet the specific requirements of each project. Establish a location for code data on the drawings (one of the top sheets is considered best) and make this your office standard. Locating the information in a conspicuous place on the drawings not only expedites the building official's review of the permit application, but also informs others involved with the project (e.g. contractors, trades, consultants, etc.) about applicable code related issues.
4. If the data matrix is not to be located on the drawings (e.g. in a project booklet) ensure that the building name and address as well as your project number and date of issuance are inserted at the top of the matrix. If the matrix is submitted as a stand-alone document, affix your seal in accordance with Regulatory Notice R.1.
5. Coordinate with subconsultants and the client's other consultants and share with them the data based on your code analysis. Incorporate information provided by others, such as adequate water supply, soil class, etc. Request that they similarly include on their drawings building code related data relevant to their disciplines, in accordance with the standards of their profession.
6. Pertinent building code references are included in the templates to assist in checking the requirements. You may prefer to omit these references or refer to only those specific sections that apply to your project. Customize the matrix to suit the project's specific needs. Check the reference numbers and code related values every time there is a new issuance of or amendment to the code.
7. It may be necessary to provide more than one matrix chart for complex projects in order to provide the required information with clarity. (e.g. underground parking garage Part 3 and townhouse Part 9 on same site, or extensive renovations or addition and renovation: Part 11 and Part 3 or Part 9). Adapt the matrix to clearly describe the project.
8. Add exit capacity calculations either on the same drawing sheet as the matrix or separately, confirming that the exit capacity exceeds the occupant load.
9. As required, provide supporting graphical information such as:
 - a) plans illustrating travel distance, suite fire separations, suite/building/gross floor areas, exit widths, limiting distances, fire/party walls
 - b) elevations illustrating fire compartments for spatial separation, grade height, building height, access panels
 - c) sections illustrating horizontal fire separations, projections, grade/first storey height, upper ceiling height.
10. Enter other information that, in your professional judgment, will assist in expediting issuance of the building permit.
11. Refer to attachment 1 to this Practice Tip, the Guide to the Completion of the OAA Building Code Data Matrices for information on completing the provided sample matrices templates.

References

OAA Building Code Data Matrix Tools for OAA members (Log-in required)

Documents

Attachment 1 – Guide to the Completion of the OAA Building Code Data Matrices

MS Word Templates

Attachment 2 – OBC Data Matrix Part 3

Attachment 3 – OBC Data Matrix Part 9

Attachment 4 – OBC Data Matrix Part 10

Attachment 5 – OBC Data Matrix Part 11

Original OAA Practice Bulletin A.9, 2004

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.



Guide to the Completion of the OAA Building Code Data Matrices

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Summary

A building code data matrix presents pertinent selected elements from a detailed code analysis to provide an overview of the key code factors of the design to municipal building officials and others. The data matrices developed by the OAA are templates that are intended to be modified as needed to adequately present the key building code decisions made in the design of a building.

Following is guidance for completing information for each type of matrix for Parts 3, 9, 10 or 11. Refer also to general information regarding Procedures in [Practice Tip PT.03](#).

If there is insufficient space in a matrix for any information, insert additional rows or list the information in a separate table identifying which item it relates to, and cross reference to the additional information. Where more space is provided than is needed, hide or delete the unnecessary rows.

Where using the MS Excel templates (which are available only to OAA members), refer to additional information in the “Read Me First” tab of the Excel workbook. Where using the MS Word template versions with MS Word for the Mac, the functional check-boxes may not appear or function due to updates in MS Word software that has not currently been updated in Word for Mac software.

References

[Practice Tip PT.03](#) Building Code Data Matrix

[Practice Tip PT.35](#) Importance Category and Seismic Restraint

Part 3:

General Information

Enter the name of the practice, office address and contact person.

Enter the name of the project with a brief identifying description (e.g. Lester Pearson Elementary School) and the official address/location of the project.

Enter the date the information entered in the form was last updated.

3.00 Building Code Version

Confirm the building code version to which the project is designed by noting the regulation for the issued building code and the last code amendment regulation.

3.01 Project Type

Identify the Project type as either New Construction, Addition, Renovation, Addition and Renovation, or Change of Use. Provide a brief description of the project: (e.g. construction of two-storey addition to the east face)

3.02 Major Occupancy Classification

Identify each of the major occupancy group in the building and describe their use. (e.g. D - Business and Personal Services / Medical Clinic). Refer to OBC 3.1.2. and to Appendix A to the building code for multiple major occupancies. Refer also to Hazard Index tables 11.2.1.1.B – 11.2.1.1.N in Part 11 of the building code and A-3.1.2.1 (1) of Appendix A to the building code for assistance in determining or classifying major occupancies.

3.03 Superimposed Major Occupancies

Indicate if the building is designed with superimposed major occupancies. If Yes, provide a brief description. (e.g. Three stories of Group C – Residential, superimposed over one storey of Group E - Retail).

3.04 Building Area

Indicate the building area for existing and new portions of the building and provide a total. Provide a simple description of the areas (e.g. existing building, east addition). If a portion of the building is to be demolished, enter in the Existing column only that portion which is to remain, such that the total of the new and existing is the area of the final project. Refer to OBC definitions for building area and gross floor area.

3.05 Gross Floor Area

Indicate the gross floor area for existing and new portions of the building and provide a total. Provide a simple description of the areas (e.g. existing building, east addition). If a portion of the building is to be demolished, enter in the Existing column only that portion which is to remain, such that the total of the new and existing is the gross floor area of the final project. Refer to OBC definitions for building area and gross floor area.

3.06 Mezzanine Area

Note whether there are mezzanines, how many, where and their areas. Provide a simple description of the areas (e.g. existing building, east addition). If a portion of a mezzanine is to be demolished, enter in the Existing column only that portion which is to remain, such that the total of the new and existing is the area of the final mezzanine. Refer to OBC definitions for mezzanine. If there are no mezzanines, enter N/A.

3.07 Building Height

Enter the number of storeys above and below grade, and the building height as defined.

3.08 High Building

Check the appropriate “Yes” or “No” box in regard to whether the building is a high building as defined.

3.09 Number of Streets / Firefighter Access.

Enter number of streets and fire access routes.

3.10 Building Classification

Identify the classification of the building according to 3.2.2. Building Size and Construction Relative to Occupancy. A building may have different major occupancies but it is generally given one classification with the most restrictive occupancy governing. However, superimposed occupancies may be separately classified. List occupancies in the same order as in 3.02.

3.11 Sprinklers, 3.12 Standpipe, 3.13 Fire Alarm Systems and 3.14 Water Service/Supply

Obtain information from engineers and check the appropriate boxes.

3.15 Construction Type

Identify the project construction restrictions (“combustible permitted”, “non-combustible required”, “encapsulated mass timber”) (refer to Building Classification).

Indicate the actual construction (“combustible”, “non-combustible”, “combustible & non-combustible in combination”, “encapsulated mass timber”, “encapsulated mass timber & non-combustible in combination”) and whether heavy timber construction is used.

3.16 Importance Category

Check the appropriate box for Importance Category and refer to PT.35 Importance Category and Seismic Restraint for completion of this section of the building code data matrix. Obtain information as required from a structural and geotechnical engineer.

Provide the seismic hazard index, calculated in accordance with Part 4. In order to calculate the seismic hazard index, obtain information on the importance category, site class, 5% spectral response acceleration, earthquake importance factor, and acceleration-based coefficient. Obtain site class information from the owner. This information is typically provided in a geotechnical investigation report.

3.17 Seismic Hazard Index

Provide the seismic hazard index, calculated in accordance with Part 4. In order to calculate the seismic hazard index, obtain information on the importance category, site class, 5% spectral response acceleration, earthquake importance factor, peak ground acceleration (PGA), PGA factor, PGA reference, and site coefficient. Obtain site class information from the owner. This information is typically provided in a geotechnical investigation report. Identify the use of seismic isolation and supplemental energy dissipation systems.

If using the workbook, take advantage of the Seismic Supplement tab.

3.18 Occupant Load

Provide design information as to the occupancy and occupant load per floor area and the method of calculation. Note whether the design requires a posted occupant load limit.

3.19 Barrier-free Design

Identify if the building requires barrier-free design, and if not, state the reason for the exception. State the number of barrier-free entrances and provide an explanation if needed.

3.20 Hazardous Substances

Check appropriate box in regard to hazardous substances to be found in connection with any of the occupancies in the project.

3.21 Required Fire Resistance Ratings

Enter in the spaces provided, the fire resistance rating required for horizontal assemblies (e.g. floors, roofs and mezzanines), as well as the supporting members for these.

Indicate where non-combustible construction is used in lieu of ratings (where permitted). Note that the fire resistance ratings required may change for different major occupancies.

If the table in the matrix will not accommodate all the information, prepare a separate table and/or schematic plan and cross reference accordingly.

Indicate the listed design numbers (e.g. ULC, cUL, MMAH SB-2) for the horizontal assemblies and their supporting members in an appropriate location in the construction documents, such as a building assemblies schedule where the designations can be more readily associated with a location or construction type.

3.22 Spatial Separation

Provide the spatial separation information in the appropriate columns for each building face/compartment as applicable. Provide a description of the exposing building face (e.g. "West Elevation", "North Wall, Fire Compartment 1") and identify them on the drawings using the same terminology.

Provide the area of unprotected openings, required fire resistance rating, construction type ("combustible permitted", "non-combustible required", "encapsulated mass timber") and cladding type ("combustible permitted", "non-combustible required").

3.23 Plumbing Fixture Requirements

Provide design information as to the occupancy, occupant load male/female ratio, and water closets required and provided.

Add plumbing fixture calculations either on the same drawing sheet as the matrix or separately, confirming that the number of plumbing fixtures provided is not less than required by the occupant loads for the various occupancies. It may be necessary to provide a breakdown of the various occupancies in order to provide the required information with clarity. Adapt the matrix to clearly describe the project.

Where there is an occupancy change under Part 11, Section 3.7 applies and may require an adjustment of the required number of plumbing fixtures due to the change in occupancy or specific use within an occupancy.

Account appropriately for any barrier-free requirements and unisex or universal washrooms.

3.24 Energy Efficiency

State the Compliance Path utilized in the design and indicate both the Climatic Zone and design degree days below 18 C.

3.25 Sound Transmission Design

Indicate whether there is more than 1 dwelling unit in the building, and if so, which compliance option was chosen.

3.26 Notes

Identify any alternative solutions relied on for the design, and enter other information that, in your professional judgment, will assist in expediting issuance of the building permit.

Part 9 – Housing and Small Buildings:

This section of the Guide includes only information that differs from a Part 3 matrix. For any items in this matrix not described below refer to the information for completion of a Part 3 matrix.

9.13 Post-disaster Building

Indicate if the building is a Post-disaster building. If Yes, refer to [Practice Tip PT 35](#).

9.20 Energy Efficiency

Indicate “Residential” or “Non-Residential” as the Energy Efficiency category.

Indicate the appropriate compliance option for “Residential” or “Non-residential” categories.

The Project Design Conditions section is used to indicate Climatic Zone, Fenestration, Skylights, Space Heating Fuel, Heating Equipment Efficiency, Other Conditions and Compliance Package selected.

Provide supporting information/documentation to support compliance path as required.

Part 10 – Change of Use:

This section includes only information that differs from a Part 3 matrix. For any items in this matrix not described below, refer to the information for completion of a Part 3 matrix.

10.06 Building Size

Indicate the size of the building as Small, Medium, Large, or >Large. Refer to the notes at the end of the hazard index tables 11.2.1.1.B-N. Note that building size definition varies for different occupancies.

10.07 Existing Building Classification

Indicate if there is a change in the major occupancy of the building or portion thereof being renovated.

If there is a change in the major occupancy, then classify the building according to its construction index [1-8] and hazard index [1-7].

As required, indicate the construction index of the building based on its type of construction and fire-resistance ratings.

As required, indicate the hazard index of the building based on its occupancy and size. Building height is required in order to classify the “size” of the building and consequently determine its hazard index.

Indicate the importance category of the building [“Low”, “Normal”, “High”, “Post-Disaster”]. For “Low” and “High” categories, provide further explanation for their classification (e.g. “low human occupancy” or “explosive substances”).

10.09 Reduction in Performance Level

Identify if there is any reduction in performance level of any system or portion of the building. Obtain necessary information regarding structural, plumbing, and sewage systems from the relevant consultants.

If there is a reduction, provide a brief explanation in the subsequent rows. E.g. “Increase in occupant load of >15% [OBC 11.4.2.2.(1)]”.

10.10 Compliance Alternatives Proposed

Identify if any compliance alternatives are proposed.

If Yes, identify the numbers from the appropriate compliance alternative tables [OBC T11.5.1.1.A-F] and provide a brief description.

Part 11 – Renovation:

This section includes only information that differs from a Part 3 matrix. For any items in this matrix not described below refer to the information for completion of a Part 3 matrix.

11.07 Building Size

Indicate the size of the building as Small, Medium, Large, >Large. Refer to the notes at the end of the hazard index tables 11.2.1.1.B-N. Note that building size definition varies for different occupancies.

11.08 Existing Building Classification

Indicate if there is a change in the major occupancy of the building or portion thereof being renovated.

If there is a change in the major occupancy, then classify the building according to its construction index [1-8] and hazard index [1-7].

As required, indicate the construction index of the building based on its type of construction and fire-resistance ratings.

As required, indicate the hazard index of the building based on its occupancy and size. Building height is required in order to classify the “size” of the building and consequently determine its hazard index.

Indicate the importance category of the building [“Low”, “Normal”, “High”, “Post-Disaster”]. For “Low” and “High” categories, provide further explanation for their classification (e.g. “low human occupancy” or “explosive substances”).

11.09 Renovation Type

Indicate the renovation type of the project [Basic Renovation, Extensive Renovation].

11.13 Reduction in Performance Level

Identify if there is any reduction in performance level of any system or portion of the building. Obtain necessary information regarding structural, plumbing, and sewage system from the relevant engineers.

If there is a reduction, provide a brief explanation in the subsequent rows. E.g. “Increase in occupant load of >15% [OBC 11.4.2.2.(1)]”.

11.14 Compensating Construction

Identify if compensating construction is required [Yes, No, N/A]. If Yes, provide a brief explanation in the subsequent rows. E.g. “Early warning and evacuation system to be upgraded as indicated [OBC 11.4.3.3.(1)]”.

11.15 Compliance Alternatives Proposed

Identify if any compliance alternatives are proposed [Yes, No, N/A].

If Yes, identify the numbers from the appropriate compliance alternative tables [OBC T11.5.1.1.A-F] and provide a brief description.

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.

Enter address and
contact information here.

Enter name here.

Enter address here.

Enter date here.

Ontario Building Code Data Matrix Part 3

3.05	Gross Area (m ²)	<u>Description:</u> <div> <div>Existing</div> <div>New</div> <div>Total</div> </div> <div> <div>0</div> <div>0</div> <div>0</div> </div> <div> <div>0</div> <div>0</div> <div>0</div> </div> <div> <div>0</div> <div>0</div> <div>0</div> </div> <div> <div>0</div> <div>0</div> <div>0</div> </div> <div> <div>Total</div> <div>0</div> <div>0</div> <div>0</div> </div>	[A] 1.4.1.2.
3.06	Mezzanine Area (m ²)	<u>Description:</u> <div> <div>Existing</div> <div>New</div> <div>Total</div> </div> <div> <div>0</div> <div>0</div> <div>0</div> </div> <div> <div>0</div> <div>0</div> <div>0</div> </div> <div> <div>0</div> <div>0</div> <div>0</div> </div> <div> <div>0</div> <div>0</div> <div>0</div> </div> <div> <div>Total</div> <div>0</div> <div>0</div> <div>0</div> </div>	3.2.1.1.
3.07	Building Height	<div> <div>0</div> <div>Storeys above grade</div> <div>0</div> <div>(m) Above grade</div> </div> <div> <div>0</div> <div>Storeys below grade</div> </div>	[A] 1.4.1.2. & 3.2.1.1.
3.08	High Building	<input type="checkbox"/> No <input type="checkbox"/> Yes	3.2.6.
3.09	Number of Streets/ Firefighter access	<div> <div>0</div> <div>street(s)</div> </div>	3.2.2.10. & 3.2.5.
3.10	Building Classification: (Size & Construction Relative to Occupancy)	<div> <div>3.2.2.</div> <div>Group/Div</div> </div>	3.2.2.20 - 83.
3.11	Sprinkler System	<div> <input type="checkbox"/> Required <input type="checkbox"/> Not Required </div> <div> <u>Provided:</u> <input type="checkbox"/> entire building <input type="checkbox"/> selected compartments <input type="checkbox"/> selected floor areas <input type="checkbox"/> basement <input type="checkbox"/> in lieu of roof rating <input type="checkbox"/> none </div> <div> <u>Description:</u> </div>	3.2.1.5. & 3.2.2.17., 3.2.2.18., 3.2.4.8. to 3.2.4.10., and 3.2.5.13
3.12	Standpipe System	<input type="checkbox"/> Not required <input type="checkbox"/> Required	3.2.9.
3.13	Fire Alarm System	<div> <input type="checkbox"/> Required <input type="checkbox"/> Not required </div> <div> <u>Type Provided:</u> <input type="checkbox"/> Single stage <input type="checkbox"/> Two stage <input type="checkbox"/> None </div>	3.2.4.
3.14	Water Service / Supply is Adequate	<input type="checkbox"/> No <input type="checkbox"/> Yes	3.2.5.7.

3.15	Construction Type:	<u>Restriction:</u> <input type="checkbox"/> Combustible permitted <input type="checkbox"/> Non-combustible required <input type="checkbox"/> Encapsulated mass timber <u>Actual:</u> <input type="checkbox"/> Combustible <input type="checkbox"/> Non-combustible <input type="checkbox"/> Combination of combustible and non-combustible <input type="checkbox"/> Encapsulated mass timber <input type="checkbox"/> Combination of encapsulated mass timber and non-combustible <u>Heavy Timber Construction:</u> <input type="checkbox"/> No <input type="checkbox"/> Yes	3.2.2.20.- 83. & 3.2.1.4.																									
3.16	Importance Category:	<input type="checkbox"/> Low <input type="checkbox"/> Low human occupancy <input type="checkbox"/> Post-disaster shelter <input type="checkbox"/> Normal <input type="checkbox"/> High <input type="checkbox"/> Minor storage building <input type="checkbox"/> Explosive or hazardous substances <input type="checkbox"/> Post-disaster	4.1.2.1.(3) & T4.1.2.1.B																									
3.17	Seismic Hazard Index:	(I _E F _a S _a (0.2)) = <u> 0 </u> Seismic design required for Table 4.1.8.18. items 6 to 21: ((I _E F _a S _a (0.2)) ≥ 0.35 or Post-disaster) <input type="checkbox"/> No <input type="checkbox"/> Yes	4.1.2.1.(3) 4.1.8.18.(1)																									
3.18	Occupant Load	<table border="1"> <thead> <tr> <th><u>Floor Level/Area</u></th> <th><u>Occupancy Type</u></th> <th><u>Based On</u></th> <th><u>Occupant Load (Persons)</u></th> <th><u>Posted Limit Required</u></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td><u> 0 </u></td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td><u> 0 </u></td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td><u> 0 </u></td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td><u> 0 </u></td> <td>_____</td> </tr> </tbody> </table> <i>Insert additional lines as needed</i>	<u>Floor Level/Area</u>	<u>Occupancy Type</u>	<u>Based On</u>	<u>Occupant Load (Persons)</u>	<u>Posted Limit Required</u>	_____	_____	_____	<u> 0 </u>	_____	_____	_____	_____	<u> 0 </u>	_____	_____	_____	_____	<u> 0 </u>	_____	_____	_____	_____	<u> 0 </u>	_____	3.1.17. and 3.1.17.1.(2)
<u>Floor Level/Area</u>	<u>Occupancy Type</u>	<u>Based On</u>	<u>Occupant Load (Persons)</u>	<u>Posted Limit Required</u>																								
_____	_____	_____	<u> 0 </u>	_____																								
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_____	_____	_____	<u> 0 </u>	_____																								
_____	_____	_____	<u> 0 </u>	_____																								
3.19	Barrier-free Design:	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Explanation</u> _____	3.8.																									
	Barrier-free Entrances:	Number _____ <u>Explanation</u> _____	3.1.8.2.																									
3.20	Hazardous Substances:	<input type="checkbox"/> Yes <u>Explanation</u> _____ <input type="checkbox"/> No	3.3.1.2. & 3.3.1.19.																									

Name of Practice:

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Ontario Building Code Data Matrix Part 9 Housing and Small Buildings					Building Code Reference ¹
9.00	Building Code Version:	<u>O. Reg. 332/12</u>	Last Amendment	<u>O. Reg. 89/23</u>	
9.01	Project Type:	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Change of use <input type="checkbox"/> Addition and renovation Description: _____			[A] 1.1.2..4.
9.02	Major Occupancy Classification:	Occupancy	Use		9.10.2.
		_____	_____		
		_____	_____		
		_____	_____		
9.03	Superimposed Major Occupancies:	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A Description: _____			9.10.2.3.
9.04	Building Area (m ²)	Description:	Existing	New	Total
		_____	<u>0</u>	<u>0</u>	<u>0</u>
		_____	<u>0</u>	<u>0</u>	<u>0</u>
		_____	<u>0</u>	<u>0</u>	<u>0</u>
		_____	<u>0</u>	<u>0</u>	<u>0</u>
	<i>Insert additional lines as needed</i>				
		Total	<u>0</u>	<u>0</u>	<u>0</u>

9.13	Post-disaster Building	<input type="checkbox"/> No <input type="checkbox"/> Yes						[A] 1.1.2.2.(2) and Part 4	
9.14	Occupant Load	<u>Floor Level/Area</u>	<u>Occupancy Type</u>	<u>Based On</u>	<u>Occupant Load (Persons)</u>	<u>Posted Limit Required</u>	9.9.1.3. Table 3.1.17.1.		
		_____	_____	_____	<u>0</u>	_____			
		_____	_____	_____	<u>0</u>	_____			
		_____	_____	_____	<u>0</u>	_____			
		_____	_____	_____	<u>0</u>	_____			
	<i>Insert additional lines as needed</i>			<u>Total:</u>	_____				
9.15	Barrier-free Design:	<input type="checkbox"/> Yes Explanation _____ <input type="checkbox"/> No						9.5.2. & 3.8	
9.16	Hazardous Substances:	<input type="checkbox"/> Yes Explanation _____ <input type="checkbox"/> No						9.10.1.3.	
9.17	Required Fire Resistance Ratings	<u>Horizontal Assembly</u>	<u>Fire Resistance Rating (H)</u>	<u>Supporting Assembly(H)</u>	<u>Noncombustible in lieu of rating?</u>		9.10.8. and 9.10.11.		
		Floors over basement	<u>0</u>	<u>0</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A				
		Floors	<u>0</u>	<u>0</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A				
		Mezzanine	<u>0</u>	<u>0</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A				
		Roof	<u>0</u>	<u>0</u>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A				
9.18a	Spatial Separation	<u>Wall</u>	<u>EBF Area (m²)</u>	<u>L.D. (m)</u>	<u>L/H or H/L</u>	<u>Required FRR (H)</u>	<u>% Unprotected Openings Permitted</u>	<u>% Unprotected Openings Provided</u>	9.10.14., 9.10.15.
		_____	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	_____	_____	
		_____	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	_____	_____	
		_____	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	_____	_____	
	<i>Insert additional lines as needed</i>	_____	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	_____	_____	
9.18b	Spatial Separation Continued	<u>Wall (repeated)</u>	<u>Construction Type</u>			<u>Cladding Type</u>			9.10.14., 9.10.15.
		_____	_____			<input type="checkbox"/> Noncombustible			
		_____	_____			<input type="checkbox"/> Noncombustible			
		_____	_____			<input type="checkbox"/> Noncombustible			
	<i>Insert additional lines as needed</i>	_____	_____			<input type="checkbox"/> Noncombustible			

		<p>Space Heating Fuel <input type="checkbox"/> Natural Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electricity</p> <p> <input type="checkbox"/> Propane <input type="checkbox"/> Solid fuel <input type="checkbox"/> Earth energy</p> <p>Heating Equipment Efficiency <input type="checkbox"/> ≥92% AFUE <input type="checkbox"/> ≥84% - <92% AFUE</p> <p>Other Conditions <input type="checkbox"/> ICF Basement <input type="checkbox"/> ICF Above Grade</p> <p> <input type="checkbox"/> Walk-out Basement <input type="checkbox"/> Slab-on-Ground</p> <p> <input type="checkbox"/> Log/Post & Beam <input type="checkbox"/> Blown-in Insulation Above Grade Wall</p> <p> <input type="checkbox"/> Spray-applied Foam Insulation Above Grade Wall <input type="checkbox"/> Drain Water Heat Recovery Unit Provided</p> <p>Compliance Package _____</p>	SB-12 T3.1.1.2.A-C T3.1.1.3.A-C
9.21	Sound Transmission Design:	<p>Is there more than 1 dwelling unit in the building? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Option Implemented: <u>Min STC rating of</u> _____</p> <p>Notes: _____</p>	5.8.1.2., 5.8.1.4., & 9.11.1.4.
9.22	<p>Notes:</p> <p><i>Insert additional lines as needed</i></p>	<p>Is an alternative solution used? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>_____</p> <p>_____</p>	

1 *All references are to Division B of the OBC unless preceded by [A] for Division A and [C] for Division C.*

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contact information here.

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Ontario Building Code Data Matrix

Part 10 – Change of Use

10.08	Occupant Load Insert additional lines as needed	Floor Level/Area 	Occupancy Type 	Based On 	Occupant Load (Persons) Total: _____	3.1.17.
10.09	Reduction in Performance Level:	Structural roof framing system: Structural floor framing system: Early warning and evacuation system: Change in use/major occupancy: Hazard Index : Construction Index: Change to residential occupancy: Multiple occupancy fire separations: Non-compliance with 3.1.3.2. or 9.10.9.12. Change to sanitary flow/discharge Use changed to retirement home Other _____:	<input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	10.3.2.2.(1) 10.3.2.2.(1) 10.3.2.2.(3) 10.3.2.2.(4) 10.3.2.2.(5) 10.3.2.2.(7) 10.3.2.2.(9) 10.3.2.2.(10) 10.3.2.2.(11) 10.3.2.2.(12) _____	
10.10	Compliance Alternatives Proposed:	<input type="checkbox"/> No <input type="checkbox"/> Yes (list numbers and describe) _____ (list numbers and describe) _____ (list numbers and describe) _____				10.4.1.1., and T11.5.1.1.
10.11	Notes: Insert additional lines as needed	Is an alternative solution used? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____ _____				

1 All references are to Division B of the OBC unless preceded by [A] for Division A and [C] for Division C.

Name of Practice:

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contact information here.

Name of Project:

Enter name here.

Location:

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Date:

Enter name here.



Ontario Building Code Data Matrix Part 11 – Renovation				Building Code Reference ¹
11.00	Building Code Version:	<u>O. Reg. 332/12</u>	Last Amendment	<u>O. Reg. 89/23</u>
11.01	Project Type:	<input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Addition and renovation <input type="checkbox"/> Change of use Description: _____		[A] 1.1.2.6.
11.02	Major Occupancy Classification:	Occupancy Use _____ _____ _____		3.1.2.1.(1), and 11.2.1.
11.03	Superimposed Major Occupancies:	<input type="checkbox"/> No <input type="checkbox"/> Yes Description: _____		11.2 and 3.2.2.5. to 3.2.2.8.
11.04	Building Area (m ²)	Description: Existing New Total _____ <u>0</u> <u>0</u> <u>0</u> _____ <u>0</u> <u>0</u> <u>0</u> _____ <u>0</u> <u>0</u> <u>0</u> _____ <u>0</u> <u>0</u> <u>0</u> _____ <u>0</u> <u>0</u> <u>0</u> <div style="text-align: right;">Total</div> <u>0</u> <u>0</u> <u>0</u>		[A] 1.4.1.2., 11.2, and 11.3
	<i>Insert additional lines as needed</i>			
11.05	Building Height	<u>0</u> Storeys above grade <u>0</u> (m) Above grade <u>0</u> Storeys below grade		[A] 1.4.1.2. & 3.2.1.1., and 11.3
11.06	Number of Streets/ Firefighter access	<u>0</u> street(s)		3.2.2.10., 3.2.5., and 11.3
11.07	Building Size	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> > Large		T.11.2.1.1.B-N.

11.08	Existing Building Classification:	Change in Major Occupancy: <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable (no change of major occupancy) Construction Index: <u>0</u> Hazard Index: <u>0</u> Importance Category : <input type="checkbox"/> Low <input type="checkbox"/> Normal <input type="checkbox"/> High <input type="checkbox"/> Post-disaster	11.2.1.1. T 11.2.1.1.A T 11.2.1.1.B to N 4.2.1.(3), and 5.2.2.1.(2)																									
11.09	Renovation type:	<input type="checkbox"/> Basic Renovation <input type="checkbox"/> Extensive Renovation	11.3.3.1. 11.3.3.2.																									
11.10	Occupant Load	<table border="1"> <thead> <tr> <th><u>Floor Level/Area</u></th><th><u>Occupancy Type</u></th><th><u>Based On</u></th><th><u>Occupant Load (Persons)</u></th></tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td><u>0</u></td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td><u>0</u></td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td><u>0</u></td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td><u>0</u></td></tr> </tbody> </table> <i>Insert additional lines as needed</i>	<u>Floor Level/Area</u>	<u>Occupancy Type</u>	<u>Based On</u>	<u>Occupant Load (Persons)</u>	_____	_____	_____	<u>0</u>	_____	_____	_____	<u>0</u>	_____	_____	_____	<u>0</u>	_____	_____	_____	<u>0</u>	3.1.17., 11.4.2.2.					
<u>Floor Level/Area</u>	<u>Occupancy Type</u>	<u>Based On</u>	<u>Occupant Load (Persons)</u>																									
_____	_____	_____	<u>0</u>																									
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11.11 a	Plumbing Fixture Requirements	Ratio: <u>M:F = 50:50 Except as otherwise noted</u> <table border="1"> <thead> <tr> <th><u>Floor Level/Area</u></th><th><u>Occupant Load</u></th><th><u>OBC Reference</u></th><th><u>WCs Required</u></th><th><u>WCs Provided</u></th></tr> </thead> <tbody> <tr><td>_____</td><td><u>0</u></td><td>_____</td><td><u>0</u></td><td><u>0</u></td></tr> <tr><td>_____</td><td><u>0</u></td><td>_____</td><td><u>0</u></td><td><u>0</u></td></tr> <tr><td>_____</td><td><u>0</u></td><td>_____</td><td><u>0</u></td><td><u>0</u></td></tr> <tr><td>_____</td><td><u>0</u></td><td>_____</td><td><u>0</u></td><td><u>0</u></td></tr> </tbody> </table> <i>Insert additional lines as needed</i>	<u>Floor Level/Area</u>	<u>Occupant Load</u>	<u>OBC Reference</u>	<u>WCs Required</u>	<u>WCs Provided</u>	_____	<u>0</u>	_____	<u>0</u>	<u>0</u>	_____	<u>0</u>	_____	<u>0</u>	<u>0</u>	_____	<u>0</u>	_____	<u>0</u>	<u>0</u>	_____	<u>0</u>	_____	<u>0</u>	<u>0</u>	3.7.4., 11.3.4., 11.3.5., 11.4.2.4., and 11.4.2.5.
<u>Floor Level/Area</u>	<u>Occupant Load</u>	<u>OBC Reference</u>	<u>WCs Required</u>	<u>WCs Provided</u>																								
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11.11 b	Plumbing Fixture Requirements continued:	<table border="1"> <thead> <tr> <th><u>Floor Level/Area (repeated)</u></th><th><u>Barrier-free WCs Required</u></th><th><u>Barrier-free WCs Provided</u></th><th><u>Universal Washrooms Required</u></th><th><u>Universal Washrooms Provided</u></th></tr> </thead> <tbody> <tr><td>_____</td><td><u>0</u></td><td>_____</td><td><u>0</u></td><td><u>0</u></td></tr> <tr><td>_____</td><td><u>0</u></td><td>_____</td><td><u>0</u></td><td><u>0</u></td></tr> <tr><td>_____</td><td><u>0</u></td><td>_____</td><td><u>0</u></td><td><u>0</u></td></tr> <tr><td>_____</td><td><u>0</u></td><td>_____</td><td><u>0</u></td><td><u>0</u></td></tr> </tbody> </table> <i>Insert additional lines as needed</i>	<u>Floor Level/Area (repeated)</u>	<u>Barrier-free WCs Required</u>	<u>Barrier-free WCs Provided</u>	<u>Universal Washrooms Required</u>	<u>Universal Washrooms Provided</u>	_____	<u>0</u>	_____	<u>0</u>	<u>0</u>	_____	<u>0</u>	_____	<u>0</u>	<u>0</u>	_____	<u>0</u>	_____	<u>0</u>	<u>0</u>	_____	<u>0</u>	_____	<u>0</u>	<u>0</u>	Tables 3.8.2.3.A and 3.8.2.3.B
<u>Floor Level/Area (repeated)</u>	<u>Barrier-free WCs Required</u>	<u>Barrier-free WCs Provided</u>	<u>Universal Washrooms Required</u>	<u>Universal Washrooms Provided</u>																								
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_____	<u>0</u>	_____	<u>0</u>	<u>0</u>																								
11.12	Barrier-free Design:	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Explanation</u>	11.3.3.2.(2)																									
	Barrier-free Entrances:	Number <u> </u> <u>Explanation</u>																										

11.13	Reduction in Performance Level:	Structural: <input type="checkbox"/> No <input type="checkbox"/> Yes By Increase in occupant load: <input type="checkbox"/> No <input type="checkbox"/> Yes By change of major occupancy: <input type="checkbox"/> No <input type="checkbox"/> Yes Plumbing: <input type="checkbox"/> No <input type="checkbox"/> Yes Sewage-systems: <input type="checkbox"/> No <input type="checkbox"/> Yes Extension of buildings of combustible construction: <input type="checkbox"/> No <input type="checkbox"/> Yes	11.4.2.1. 11.4.2.2. 11.4.2.3. 11.4.2.4. 11.4.2.5. 11.4.2.6.
11.14	Compensating Construction:	<input type="checkbox"/> No <input type="checkbox"/> Yes _____ Structural: <input type="checkbox"/> No <input type="checkbox"/> Yes <u>_____ (Describe)</u> Increase in occupant load: <input type="checkbox"/> No <input type="checkbox"/> Yes <u>_____ (Describe)</u> Change of major occupancy: <input type="checkbox"/> No <input type="checkbox"/> Yes <u>_____ (Describe)</u> Plumbing: <input type="checkbox"/> No <input type="checkbox"/> Yes <u>_____ (Describe)</u> Sewage systems: <input type="checkbox"/> No <input type="checkbox"/> Yes <u>_____ (Describe)</u> Extension of buildings of combustible construction: <input type="checkbox"/> No <input type="checkbox"/> Yes <u>_____ (Describe)</u>	11.4.3.1, 11.4.3.2, 11.4.3.3, 11.4.3.4, 11.4.3.5, 11.4.3.6, 11.4.3.7.
11.15	Compliance Alternatives Proposed:	<input type="checkbox"/> No <input type="checkbox"/> Yes <u>_____ (list numbers and describe)</u> <u>_____ (list numbers and describe)</u> <u>_____ (list numbers and describe)</u>	11.5.1.
11.16	Notes:	Is an alternative solution used? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____ _____	11.5.1.

1 All references are to Division B of the OBC unless preceded by [A] for Division A and [C] for Division C.



Importance Category and Seismic Restraint

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Summary

The Ontario Building Code (OBC) requires all buildings be assigned an Importance Category of 'Low', 'Normal', 'High' or 'Post-disaster'. The Importance Category is necessary for seismic design, but can at times be overlooked because buildings are considered 'Normal' unless designated otherwise. The Importance Category should be included as part of the Code Data Matrix in building permit application submissions.

This Practice Tip describes aspects of seismic restraint and the Importance Category that must be taken into account in the design of buildings. The design requirements are mostly structural, but there are architectural, mechanical and electrical requirements and implications to appropriately incorporate into the design.

If the Importance Category and the provisions for seismic design and restraint are not taken into account at the design stages, then the revisions needed, in order to comply with the code requirements, can be a difficult and costly surprise.

Background

Seismic design has a critical role in buildings in order to avoid casualties during earthquake events and for the buildings to be available after an earthquake for emergency responders, treating victims, communications and housing the displaced. Some areas of Ontario, the Ottawa and St. Lawrence valleys for example, are among the highest seismically sensitive areas in North America.

Three things Certificate of Practice holders should be aware of related to seismic design are:

- 1) the seismic hazard index formulae calculation (this index determines the method of seismic analysis and the extent of the requirements for non-structural components);
- 2) the Importance Factor (I_E , earthquake importance factor); and
- 3) the Site Classification (assigned by a geotechnical engineer following soil tests). The formulae use both the Importance Category and the Site Classification as factors.

Importance Categories

The OBC requires all buildings be assigned an Importance Category of 'Low', 'Normal', 'High' or Post-disaster. The 'Post-disaster' category applies to buildings such as hospitals, police facilities and telephone exchanges that need to remain operational following a disaster. The 'High' category is for buildings that are likely to become a shelter or collecting point, such as schools.

Although the requirement for the Importance Category resides in "Part 4 – Structural Design" of the OBC, the determination of Importance Category relates to the use and occupancy of the building. This has traditionally under the purview of the holder and owner, not the structural engineer. To appropriately assign the Importance Category, professional judgment should be used and discussions with the owner, structural engineer and authorities having jurisdiction may be needed.

The following descriptions of the Importance Categories are in reference to OBC Table 4.1.2.1.B.

Low

Possible examples of the 'Low' Importance Category are *low human occupancy buildings (farm buildings)*, with 1 person or less per 40 m² of floor area, and '*Low*' *hazard industrial occupancy* (Group F, Division 3) warehouses, where structural failure causing damage to materials or equipment does not present a direct threat to human life.

It is important for the authorities having jurisdiction to be aware of when the 'Low' Importance Category is being assigned, since it enables relaxations of some code requirements. In some cases, this relaxation is inappropriate. For example, an equestrian riding facility, that also has provision for permanent or temporary grandstands, is an Assembly Occupancy use and should not be categorized as 'Low' Importance Category.

Normal

All buildings, unless classified as 'Low', 'High' or 'Post-disaster'.

High

The 'High' Importance Category applies to schools, community centers and industrial or storage facilities having hazardous or toxic materials. This category is not limited to the specific facilities noted, but might also apply to a college, sports facility, arena or large place of worship. The OBC uses the term "likely to be used as 'Post-Disaster' shelters". It should be noted that this is not the OBC defined term '*Post-disaster*' building, but a lower category of Importance, which requires professional judgment in order to assign a category.

Post-disaster

A *Post-disaster building* is defined in the OBC and means a building that is essential to the provision of services in the event of a disaster, and includes:

- (a) hospitals, emergency treatment facilities and blood banks;
- (b) telephone exchanges;
- (c) power generating stations and electrical substations;
- (d) control centres for land transportation;
- (e) public water treatment and storage facilities;
- (f) water and sewage pumping stations;
- (g) emergency response facilities;
- (h) fire, rescue and police stations;
- (i) storage facilities for vehicles or boats used for fire, rescue and police purposes; and
- (j) communications facilities, including radio and television stations.

The list covers a broad range of buildings. Questions may arise for some facilities that are not specifically listed, such as: wind turbines, private versus public bus terminal or airport, a private clinic or a non-emergency treatment facility – places not likely considered essential to provision of services to the public in a disaster. Discussion with the owner, structural engineer and authorities having jurisdiction may be required in order to appropriately assign the Importance Category.

Site Class (Table 4.1.8.4.A)

A Site Class (designated by the letters A to F), relative to substrate type (e.g. rock, hard or soft soil), is one of three factors required for the calculation of the seismic hazard index. The Site Class is assigned by a geotechnical engineer following soil tests. A Shear Wave Velocity Test may be required by the geotechnical engineers to assign a Site Class more accurately than can be ascertained without the test. The shear wave test would be an additional cost over simple borehole analysis, but may save the project considerable construction cost (i.e. due to test result values, the engineer may be able to assign Site Class C, rather than

D). Additionally, site stability should be evaluated based on site-specific soil properties to take into account the potential for slope displacement in the design of the structure and its foundations.

Without an understanding of the underlying geologic structure, the Site Class of adjacent properties cannot be used as a guide to the site class of any other property. Similarly one portion of a site may be different from another portion. As with bore holes, the number and location of shear wave tests is a matter of professional judgement typically by the architect or structural engineer.

The Seismic Hazard Index

While the structural design of the building involves complex seismic restraint calculations, a reasonably simple formula is used to determine the seismic hazard index.

The seismic hazard index formula is: $I_E F_a S_a(0.2)$ where:

- I_E Earthquake importance factor for the structure (OBC Table 4.1.8.5.);
- F_a Acceleration-based site coefficient (OBC Tables 4.1.8.4.B to I);
- $S_a(T)$ 5% damped spectral response acceleration for period T (MMAH SB-1, Table 3).

If the value of the seismic hazard index is equal or greater than 0.35, this triggers the need to restrain architectural elements like suspended ceilings, parapets, ornamentalations, masonry veneer connectors, etc., as well as restraint for mechanical and electrical systems and equipment in all buildings (refer to OBC 4.1.8.6.(3) and OBC 4.1.8.18.(2)).

The chart below shows some of the requirements for various seismic hazard index values which affect architectural and engineered parts of buildings.

Value of seismic hazard index	Requirements	Reference
≥ 0.2	Buildings are not permitted to have a 'weak storey' (e.g. where an open floor area, such as a parking garage, is on a level below a level having numerous shear walls). A formal definition of what constitutes this condition is given in the OBC.	OBC 4.1.8.10 (1)
≥ 0.35	Elements of structures and non-structural components and equipment (categories 6 through 22 of Table 4.1.8.18) must be seismically restrained. This includes suspended ceilings, light fixtures, masonry veneer ties, access floors, machinery, fixtures, ducts, pipes, cable trays, and tanks, along with similar items noted in the OBC.	OBC 4.1.8.18 (2)
≥ 0.35	Basement walls must be designed to resist earthquake lateral pressures from backfill or natural ground.	OBC 4.1.8.16 (7)
≥ 0.35	The prescriptive masonry veneer tie spacing given in CSA Standard A370, cannot be used. The ties must be engineered.	CSA A370 10.2.2
≥ 0.35	Unreinforced masonry is not permitted.	CSA S304.1 4.5.1
≥ 0.35	Minimum amounts of reinforcement are required for all loadbearing and lateral load-resisting masonry, masonry used around stairwells and elevators and exterior cladding (excluding veneer), and certain partitions.	CSA S304.1 4.6.1, 10.15.2.2, 10.15.2.4
≥ 0.75	All partitions must be reinforced.	CSA S304.1 4.6.1, 10.15.2.3

≥ 0.35	Composite and multi-wythe solid walls must have grouted collar joists and ties.	CSA S304.1 10.7.1.3
≥ 0.75	Ties for masonry must be placed in grout, not in the horizontal mortar joints.	CSA S304.1 12.2.5
≥ 0.35	The empirical design method for masonry cannot be used – all masonry must be engineered.	CSA S304.1 F.1.1(f)
≥ 0.35	Wood framed structures must include special requirements for shear walls and diaphragms.	CSA O86 9.8.1

Part 9 Buildings

Schools, community centres, other assembly occupancies and 'F1' group high hazard industrial (all 'High' Importance Category buildings) are excluded from design under OBC Part 9, but some 'Post-disaster' buildings can fall within the acceptable application of Part 9. All buildings that fall under the definition of 'Post-disaster' building must be designed to OBC Part 4 (refer to OBC Div. A, 1.1.2.2.(2)).

Part 9 also has some individual clauses related to seismic design and restraint, such as masonry reinforcement or the restraint of water heaters, based on seismic spectral response acceleration for the location of the building (Refer to OBC 9.20.1.2. & 9.31.6.2 (3)).

Renovations

For renovation projects, a soils report and determination of Site Class by a geotechnical engineer may not be available. With some exceptions, OBC seismic design requirements are not applicable for renovation projects.

OBC, Div. B, Section 11.5 deals with *compliance alternatives (C.A.)*, a term defined as "a substitute for a requirement in another Part of Division B that is listed in Part 10 or 11 of Division B and C.A. has a corresponding meaning." (refer to OBC Div. A, 1.4.1.2.(1)(c)).

Various C.A.'s are listed in Tables 11.5.1.1.A. to 11.5.1.1.F, corresponding to occupancies A, B, C, D/E, and F respectively. C.A.'s No. A77, B78, C88, DE81, and F82 all state that the requirements under Div. B, 4.1.8. Earthquake Loads and Effects, do not apply, i.e., the seismic design requirements of the OBC do not apply to renovations.

Having said this, since seismic requirements are in Div. B, Part 4 of the Code, the application of the C.A. is somewhat restricted because Div. B, 11.5.1.1.(1) allows C.A.'s to be substituted for requirements found in Parts 3, 4, 6, or 8 only if the Chief Building Official's (CBO's) approval is obtained. Note that Div. B, 11.5.1.1.(2) allows C.A.'s to be substituted for Part 9 and 12 requirements without having to seek the CBO's approval.

It is expected that building officials would generally accept that seismic design requirements for a renovation would not apply, but anticipate a code based explanation may be requested by building officials.

Building Code Data Matrix (Refer to PT.03))

The OAA template for the Building Code Data Matrix includes a section for recording the assigned Importance Category and the seismic hazard index calculation. This information should be included as part of building permit applications. If the Importance Category is not identified on the drawings, the determination and designation of a classification may not be clear because in accordance with the OBC, the 'Normal' category applies, unless another category has been explicitly assigned.

Suggested Procedures

1. Become familiar with Importance Categories, seismic design requirements, non-structural component requirements, and alternative seismic design options (such as seismic isolation and supplemental energy dissipation).

2. In the building code review process, determine if the Importance Category of the building is 'Low', 'Normal', 'High' or 'Post-disaster'. Discuss with the client, confirm, and document.
3. In cases where the classification is not clear, discuss with the Building Department and document the discussions and, most importantly, any decisions and agreements.
4. A geotechnical report should be provided by the owner. The report should include the Site Class and the factors for the seismic hazard index calculations. This information should appear on structural engineering drawings.
5. Determine if the seismic hazard index meets the thresholds discussed above and what set of seismic restraints for non-structural elements are required.
6. Include the Importance Category and seismic hazard index information in the Building Code Data Matrix on the drawings.
7. Where responsible for the coordination of consultants, distribute the information to all consultants so that they can interpret the applicable OBC requirements and provide appropriate seismic design and restraints where required.
8. Become familiar with the types of Structural Irregularities described in OBC Table 4.1.8.6., and when applicable, consider the architectural form and interior spaces in relation to the Structural Irregularities.

References

Practice Tip PT.03 – Building Code Data Matrix

OBC 4.1.2 – Specified Loads and Effects

OBC 4.1.8 – Earthquake Loads and Effects

OBC 9.4.1 – Structural Design Requirements and Application Limitations

MMAH Supplementary Standard SB-1 – Climate and Seismic Data, Table 3

2015 Structural Commentaries (User's Guide – NBC 2015: Part 4 of Div. B)

[PT.30 Retention of Specialist Consultants](#)

Attachments

- 1 Seismic Hazard Index Calculation Examples

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.

Seismic Hazard Index Calculations - Examples

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Summary

A building code data matrix presents pertinent selected elements from a detailed code analysis to provide an overview of the key code factors of the design to municipal building officials and others. The data matrices developed by the OAA are templates that are intended to be modified as needed to adequately present the key building code decisions made in the design of a building.

If there is insufficient space in a matrix for any information, insert additional rows or list the information in a separate table identifying which item it relates to, and cross reference to the additional information. Where more space is provided than is needed, hide or delete the unnecessary rows.

When using the MS Excel templates (which are available only to OAA members), refer to additional information in the “Read Me First” tab of the Excel workbook. When using the MS Word template versions with MS Word for the Mac, the functional check-boxes may not appear or function due to updates in MS Word software that has not currently been updated in Word for Mac software.

Background

The examples which follow are representative samples only used to show how the various parameters may be used to complete this portion of a data matrix. Some of the data in the examples are fictitious. Users of the data matrices must obtain real data for the place of the work.

As noted after Example 4, the result obtained from using the same data as in the previous version of this Practice Tip is different than before due to changes in the calculations. If you are working on a subsequent phase of a project or an addition to an existing building, do not rely on previous calculations; rather, complete a new seismic analysis.

For guidance in completing each type of matrix for Parts 3, 9, 10 or 11, refer to [Practice Tip PT.03 Attachment 1 – Guide to the Completion of the OAA Building Code Data Matrices](#).

Example 1: Elementary School in Toronto

SEISMIC DESIGN REQUIREMENTS FOR NON-STRUCTURAL ELEMENTS (CATEGORIES 6 TO 22 TABLE 4.1.8.18)					OBC REFERENCE
01	IMPORTANCE CATEGORY	High			4.1.2.1.(3), 5.2.2.1.(2)
02	SITE CLASS	D			4.1.8.4, T.4.1.8.4.A
03	5% SPECTRAL RESPONSE ACCELERATION $S_a(0.2)$	0.249			4.1.8.4.(1), SB-1, T.3.
03	5% SPECTRAL RESPONSE ACCELERATION $S_a(2.0)$	0.029			4.1.8.4.(1), SB-1, T.3.
04	EARTHQUAKE IMPORTANCE FACTOR (I_e ULS)	1.3			T.4.1.8.5.
05	PEAK GROUND ACCELERATION (PGA)	0.160			4.1.8.4.(1), SB-1 T.3.
06	PGA FACTOR	0.8			4.1.8.4.(4)(a)(b)
07	PGA REFERENCE (PGA_{ref})	0.128			4.1.8.4.(4)
08	SITE COEFFICIENT ($F_a = F(0.2)$)	1.09			4.1.8.4.(7), T.4.1.8.4.B
09	SEISMIC HAZARD INDEX $I_e F_a S_a(0.2) =$	0.35	LESS THAN 0.35?	NO	4.1.8.18.(2)
10	SEISMIC ISOLATION IS THE BUILDING SEISMICLY ISOLATED?	N/A			4.1.8.19.
11	SUPPLEMENTAL ENERGY DISSIPATION IS A SUPPLEMENTAL ENERGY DISSIPATION SYSTEM USED?	N/A			4.1.8.21.
12	IS SEISMIC DESIGN REQUIRED FOR CATEGORIES 6 TO 22, TABLE 4.1.8.18.?	REQUIRED			4.1.8.18.(2)
	REASONING FOR REQUIREMENT:	SEISMIC HAZARD INDEX IS 0.35 OR MORE			

An elementary school is a High Importance Category. This example in Toronto has typical soil (Stiff: D). The Seismic Hazard Index calculation result is just at the threshold of 0.35, thus seismic design for non-structural elements **is required**.

Example 2: Office Building in Toronto

SEISMIC DESIGN REQUIREMENTS FOR NON-STRUCTURAL ELEMENTS (CATEGORIES 6 TO 22 TABLE 4.1.8.18)					OBC REFERENCE
01	IMPORTANCE CATEGORY	Normal			4.1.2.1.(3), 5.2.2.1.(2)
02	SITE CLASS	D			4.1.8.4, T.4.1.8.4.A
03	5% SPECTRAL RESPONSE ACCELERATION $S_a(0.2)$	0.249			4.1.8.4.(1), SB-1, T.3.
03	5% SPECTRAL RESPONSE ACCELERATION $S_a(2.0)$	0.029			4.1.8.4.(1), SB-1, T.3.
04	EARTHQUAKE IMPORTANCE FACTOR (I_e ULS)	1.0			T.4.1.8.5.
05	PEAK GROUND ACCELERATION (PGA)	0.160			4.1.8.4.(1), SB-1 T.3.
06	PGA FACTOR	0.8			4.1.8.4.(4)(a)(b)
07	PGA REFERENCE (PGA_{ref})	0.128			4.1.8.4.(4)
08	SITE COEFFICIENT ($F_a = F(0.2)$)	1.09			4.1.8.4.(7), T.4.1.8.4.B
09	SEISMIC HAZARD INDEX $I_e F_a S_a(0.2) =$	0.27	LESS THAN 0.35?	YES	4.1.8.18.(2)
10	SEISMIC ISOLATION IS THE BUILDING SEISMICLY ISOLATED?	N/A			4.1.8.19.
11	SUPPLEMENTAL ENERGY DISSIPATION IS A SUPPLEMENTAL ENERGY DISSIPATION SYSTEM USED?	N/A			4.1.8.21.
12	IS SEISMIC DESIGN REQUIRED FOR CATEGORIES 6 TO 22, TABLE 4.1.8.18.?	NOT REQUIRED			4.1.8.18.(2)
	REASONING FOR REQUIREMENT:	CATEGORIES 6 TO 22 EXEMPTED DUE TO SEISMIC HAZARD INDEX LESS THAN 0.35			

An office building is Normal Importance Category. An area in Toronto with typical soil (Stiff: D). The calculations result in a Seismic Hazard Index below the threshold of 0.35, thus seismic design for non-structural elements **is not required**.

Example 3: Office Building in Ottawa

SEISMIC DESIGN REQUIREMENTS FOR NON-STRUCTURAL ELEMENTS (CATEGORIES 6 TO 22 TABLE 4.1.8.18)					OBC REFERENCE
01	IMPORTANCE CATEGORY	Normal			4.1.2.1.(3). 5.2.2.1.(2)
02	SITE CLASS	D			4.1.8.4, T.4.1.8.4.A
03	5% SPECTRAL RESPONSE ACCELERATION $S_a(0.2)$	0.439			4.1.8.4.(1), SB-1, T.3.
03	5% SPECTRAL RESPONSE ACCELERATION $S_a(2.0)$	0.056			4.1.8.4.(1), SB-1, T.3.
04	EARTHQUAKE IMPORTANCE FACTOR (I_e ULS)	1.0			T.4.1.8.5.
05	PEAK GROUND ACCELERATION (PGA)	0.281			4.1.8.4.(1), SB-1 T.3.
06	PGA FACTOR	0.8			4.1.8.4.(4)(a)(b)
07	PGA REFERENCE (PGA_{ref})	0.2248			4.1.8.4.(4)
08	SITE COEFFICIENT ($F_a = F(0.2)$)	1.0			4.1.8.4.(7), T.4.1.8.4.B
09	SEISMIC HAZARD INDEX $I_e F_a S_a(0.2) =$	0.44	LESS THAN 0.35?	NO	4.1.8.18.(2)
10	SEISMIC ISOLATION IS THE BUILDING SEISMICALLY ISOLATED?	N/A			4.1.8.19.
11	SUPPLEMENTAL ENERGY DISSIPATION IS A SUPPLEMENTAL ENERGY DISSIPATION SYSTEM USED?	N/A			4.1.8.21.
12	IS SEISMIC DESIGN REQUIRED FOR CATEGORIES 6 TO 22, TABLE 4.1.8.18.?	REQUIRED			4.1.8.18.(2)
	REASONING FOR REQUIREMENT:	SEISMIC HAZARD INDEX IS 0.35 OR MORE			

An office building in Ottawa with the same soil (Stiff: D). The $S_a(0.2)$ is almost double that of Toronto and the calculation for Seismic Hazard Index is above 0.35; seismic design for non-structural elements **is required**.

Example 4: Warehouse in Ottawa

SEISMIC DESIGN REQUIREMENTS FOR NON-STRUCTURAL ELEMENTS (CATEGORIES 6 TO 22 TABLE 4.1.8.18)					OBC REFERENCE
01	IMPORTANCE CATEGORY	Low			4.1.2.1.(3). 5.2.2.1.(2)
02	SITE CLASS	D			4.1.8.4, T.4.1.8.4.A
03	5% SPECTRAL RESPONSE ACCELERATION $S_a(0.2)$	0.439			4.1.8.4.(1), SB-1, T.3.
03	5% SPECTRAL RESPONSE ACCELERATION $S_a(2.0)$	0.056			4.1.8.4.(1), SB-1, T.3.
04	EARTHQUAKE IMPORTANCE FACTOR (I_e ULS)	0.80			T.4.1.8.5.
05	PEAK GROUND ACCELERATION (PGA)	0.281			4.1.8.4.(1), SB-1 T.3.
06	PGA FACTOR	0.8			4.1.8.4.(4)(a)(b)
07	PGA REFERENCE (PGA_{ref})	0.2248			4.1.8.4.(4)
08	SITE COEFFICIENT ($F_a = F(0.2)$)	1.0			4.1.8.4.(7), T.4.1.8.4.B
09	SEISMIC HAZARD INDEX $I_e F_a S_a(0.2) =$	0.35	LESS THAN 0.35?	NO	4.1.8.18.(2)
10	SEISMIC ISOLATION IS THE BUILDING SEISMICALLY ISOLATED?	N/A			4.1.8.19.
11	SUPPLEMENTAL ENERGY DISSIPATION IS A SUPPLEMENTAL ENERGY DISSIPATION SYSTEM USED?	N/A			4.1.8.21.
12	IS SEISMIC DESIGN REQUIRED FOR CATEGORIES 6 TO 22, TABLE 4.1.8.18.?	REQUIRED			4.1.8.18.(2)
	REASONING FOR REQUIREMENT:	SEISMIC HAZARD INDEX IS 0.35 OR MORE			

Even a Low Importance Category warehouse has a Seismic Hazard Index value just at the threshold of 0.35; seismic design for non-structural elements **is required**.

Note that in the previous version of this calculation, the seismic hazard index value was below the threshold. If a design for this building was completed a few years ago, the seismic design for non-structural elements may not have been required, but may be for the same building designed today.

References

[Practice Tip PT.03](#) Building Code Data Matrix and Attachment 1 – Guide to the Completion of the OAA Building Code Data Matrices

[Practice Tip PT.35](#) Importance Category and Seismic Restraint

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Memorandum

To: Council

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FOR COUNCIL MEETING

December 1, 2023

(open)

ITEM: 6.4.c

From: Susan Spiegel, Chair, Policy Advisory Coordination Team (PACT)

Len Abelman
Arnav Garde
John Stephenson

Toon Dreessen
Christina Karney
Daniela Veisman

Date: November 10, 2023

Subject: Update on the Policy Advisory Coordination Team's (PACT) work.

Objective: To update Council on PACT's ongoing work

PACT met last on September 15, 2023 and will meet again on November 10, 2023. The Committee continues its work, including:

- World Architecture Day and the 2023 Queen's Park Picks: Although plans were in place to return to an in-person World Architecture Day celebration this year, a quick pivot was required when government made a last-minute decision to observe the National Day of Truth and Reconciliation, thus adjourning the legislature on October 2, 2023. As such, the 2023 Queen's Park Picks were announced via the OAA website, and press releases about each Pick were circulated to local media outlets and trade publications.

In addition to the release of the 2023 QP Picks, the OAA hosted 12 meetings with MPPs representing all political stripes and across diverse geographies in Ontario. Each was a positive discussion about opportunities for the OAA and its members to work alongside government to advance housing affordability in Ontario.

Although the same earned media strategy that has been employed over the past few years and that garnered amazing results in the past was used again this year, earned media was very weak in 2023. With approximately 600,000 earned media impressions, OAA staff is working to refresh this event to keep momentum on it growing.

Plans are underway to ensure a return to an in-person reveal of the Queen's Park Picks in 2024. Furthermore, OAA staff is exploring opportunities to better integrate the QP Picks with other OAA work, including the conference theme. More details about this will be shared in the Policy and Government Relations report to be included in the January Council Package.

- Legislative Monitoring: Since the last report to Council, the OAA has commented on two legislative proposals.
 - Bill 131: *Transformation for the Future Act, 2023* – On October 11, the OAA wrote to government to confirm its support, in principle, for Bill 131. By encouraging transit-oriented development, this proposed legislation signals government's commitment to the creation of complete communities. It appears to address the housing affordability crisis, while simultaneously advancing climate action across Ontario. The submission is posted on the OAA's GR Portal [here](#).
 - Bill 136: *Greenbelt Statute Amendment Act, 2023* – Upon the introduction of Bill 136, the OAA issued a media release to applaud government for introducing legislation that would reverse the government's earlier decision to remove protection for Greenbelt land for residential development. The media release is posted on the OAA website [here](#).

This release garnered earned media attention including stories in [Daily Commercial News](#), [Canadian Architect](#), and [Building Magazine](#). Opportunities for the public to comment have not yet commenced. OAA staff continue to monitor the progress of this legislation and will advise OAA President when the call for submissions opens.

- Conference Plenary Planning: At their November 10 meeting, PACT was joined by OAA Communications staff to do a Big Think in support of the planning for the 2024 Conference Plenary session. In particular, PACT was tasked with providing guidance and suggestions about:
 - The basic theme, topic, and title related to housing and of interest to the members for Plenary at Conference 2024;
 - Who would be the ideal members for a 4- or 5-person panel (may include names and/or areas of expertise) and who the ideal moderator may be;
 - Ways for the OAA's voice on housing to be heard at the Plenary in addition to the voices of the panelists; and,
 - Ways to demonstrate OAA's continuity of research and policy work related to housing.

Action

None. For information only.

Attachments



None.



Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
Jim Butticci
Christina Karney
Michelle Longlade
Elaine Mintz
Greg Redden
Susan Spiegel
Thomas Yeung

Farida Abu-Bakare
J. William Birdsell
Kimberly Fawcett-Smith
Natasha Krickhan
Lara McKendrick
Deo Paquette
Kristiana Schuhmann
William (Ted) Wilson
Marek Zawadzki

FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 6.4.d

From: Farida Abu-Bakare - Chair c/o Registrar, Christie Mills

Date: November 14, 2023

Subject: Interns Committee Update

Objective: To Update Council on the Interns Committee Activities

The Interns Committee organized its efforts around the Council approved work plan (Appendix A) as follows.

Audit OAA Internship Resources – Due by December 2023 or sooner

Complete as reported in June 2023

Support Ongoing Communication – Due by December 2023 or sooner

Complete as of October 12, 2023. The annual 1½ hour virtual event covers topics related to the pathways to licensure, how to join the OAA, involvement on OAA Committees, local societies, BEAT, BAIDA, architecture conservancies, etc. Other topics include CACB process, RAIC Syllabus, TSA membership, Interns Committee initiatives, etc. The event was a collaborative effort between the Interns Committee, the TSA and OAA Communications.

Supervisor Accountability and Education – Due by December 2023 or sooner

Planned completion for December 2023. Committee has updated the Mentorship Guide to include more topics related to the Supervising Architect role and responsibilities within the Internship in Architecture Program.

Identify Challenges of the IAP – Ongoing/Continuous

Mentorship Directory - complete.

Instructional Video re. IAP - Discussion have started regarding the development of instructional videos pertaining to the licensing requirements in Ontario and the internship in architecture program. The committee has reviewed the info graphic video about the

BEFA application process, <https://befa-aeve.ca/demonstration-of-competency> and will research similar possibilities. This project will carry over into 2024.

Action

None. For information only.

Attachments

Appendix A – Interns Committee 2023 Work Plan



Committee Work Plan Worksheet

Annual Committee Work Plan for 2023

Committee: Interns Committee

Committee Responsibility from Terms of Reference	2023 Action required	To be completed by (date):
Update Committee ToRs for approval by Council	Edits from Planning Session to March Council	March 2, 2023
Support Ongoing Communication	Continue public outreach; specifically Meet the OAA Event and TSA sessions.	Completed by December 2023 Meet the OAA Event October 2023
Identify Challenges of the IAP	Review Interns Research Report for IAP challenges Committee to bring forward any new concerns of IAP	Continuous
Supervisor Accountability and Education	Identify and define problem – through survey Review Resources and Communication to Supervising Architects/Professionals Survey resources of other Canadian jurisdictions Identify opportunities to educate, what are the tools to develop accountability/training	Completed by December 2023 or sooner
Audit OAA Internship Resources	Review website available resources for internship; identify deficiencies, challenges, etc.	Completed by December 2023 or sooner

Memorandum

To: Council

Settimo Vilardi
Loloa Alkasawat
Jim Butticci
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William (Ted) Wilson
Marek Zawadzki

FOR COUNCIL MEETING

December 1, 2023

(open)

ITEM: 7.1

From: Kristi Doyle, Executive Director

Date: November 19, 2023

Subject: Meetings of the Regulatory Organizations of Architecture in Canada (ROAC)

Objective: To provide an update on the October 20 Meeting of ROAC.

The fall semi-annual meeting of ROAC was held on October 20 in Toronto at the Westin Harbour Castle. Attending on behalf of the OAA was President Vilardi, Senior Vice President & Treasurer Wilson, Registrar Mills and Executive Director Doyle. A copy of the Agenda for the meeting is attached for Council's information.

Of specific note was the presentation by RMJ Assessment regarding the *ExAC Review & Modernization Report*. The Report and recommendations are contained elsewhere in this agenda package.

Presentations were also received from the President of the Royal Architectural Institute of Canada and the Chair of the Council of Canadian University Schools of Architecture.

The following Committee reports were also presented and received:

- Semi-annual report from the Canadian Architectural Certification Board (CACB). The report is appended elsewhere in this agenda package.
- Final report and recommendations from the Rise for Architecture Implementation Group regarding that national architectural policy.
- Update reports from the Chairs of the International Mobility Committee and the CACB National Standing Committee.

Council is reminded that ROAC (formerly the Canadian Architectural Licensing Authorities(CALA)) recently incorporated and has now completed its first full year as a legal entity. The required AGM was also held on October 20 and the first year's financial



statements received. The 2024 operational budget, as well as individual committee budgets were reviewed by the group and have been advanced to the individual jurisdictions per the discussion. The members of ROAC spent considerable time discussing matters of good governance and operational best practices in order to move forward. There was agreement that it would be appropriate for the Board to undertake a strategic planning exercise and to then align committee work and projects accordingly. Funding for the engagement of a consultant to conduct that work was incorporated into the budget.

Action

None. For information only.

Attachments

ROAC Semi-Annual Meeting: AGM & Board of Directors Agenda October 20, 2023



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

ROAC SEMI-ANNUAL MEETING

AGM & BOARD OF DIRECTORS | AGENDA

Toronto, Ontario | October 20th, 2023

DATE | Friday, October 20th, 2023
TIME | 8:00 AM – 5:00 PM EST
LOCALE | Pier 7&8, Westin Harbour Castle, Toronto, Ontario, Canada
CHAIR | Ian McDonald, ROAC Chair

ATTENDEES | DESIGNATED REPRESENTATIVES & GUESTS

AAA Keesa Hutchinson, Past-President Barbara Bruce, <i>Executive Director</i> Wendy Graden, <i>Executive Officer, Regulatory Affairs</i>	MAA Jon Trenholm, President Judy Pestrak, <i>Executive Director</i>
AANB Sylvain Lagacé, Past-President Karen Chantler, <i>Executive Director</i>	NSAA Jim Marriott, Past-President Margo Dauphinee, <i>Executive Director</i>
AAPEI Greg Munn, Past-President Scott Stewart, <i>Executive Director</i>	NWTAA Melani Korver, Past-President Marie Chenard, <i>Executive Director</i>
AIBC Ian McDonald, ROAC Chair, Past-President Mark Vernon, <i>CEO</i> Thomas Lutes, <i>Deputy CEO, General Counsel</i> Jenelyn Torres, <i>Director of Registration</i> Marguerite Laquinte Francis, <i>AIBC Board Chair</i>	OAA Settimo Vilardi, President Kristi Doyle, <i>Executive Director</i> Christie Mills, <i>Registrar</i> Ted Wilson, <i>SVP & Treasurer</i>
ALBNL & NLAA Robert Menchenton, Board Chair Lynda Hayward-Kirkland, <i>Executive Director</i> Jeremy Bryant, <i>President</i> Greg Snow, <i>Registrar</i>	OAQ Sébastien-Paul Desparois, <i>Directeur général</i> Jean-Pierre Dumont, <i>Directeur affaires juridiques et secrétaire</i>
	SAA James Youck, Past Councilor Whitney Robson, <i>Executive Director</i>

ROAC Staff | Jordan Kuysters, *National Coordinator*

COMMITTEE REPRESENTATIVES

CACB Dave Edwards, *Chair*
RISE Darryl Condon, *Chair*
CExAC Stephen Terauds, *Chair*
IRC Scott Kemp, *Chair*

EXTERNAL REPRESENTATIVES

CACB Lisa Landrum, *President*
Mourad Mohand-Said, *Executive Director*
RAIC Jason Robbins, *President*
CCUSA Izabel Amaral, *President*
ExAC Richard Jones, *Consultant*
Pierre Brochu, *Consultant*



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

Toronto, Ontario | October 20th, 2023 | 8:00 AM – 5:00 PM | **AGENDA**

AGENDA ITEM	TIME	AGENDA TOPIC	PRESENTER
	7:30 AM – 8:00 AM	Breakfast	
	8:00 AM – 8:30 AM	30 ROAC AGM 1.1 Review of 2022 Financial Statements & Auditor Report 1.2 Appointment of 2023 Auditor 1.3 2024 Budgets – Preliminary Discussion+ 1.4 Confirm Date, Location of Next ROAC Meetings & AGM	Chair
1.0	8:30 AM – 8:35 AM	5 Board of Directors Meeting 1.1 Adoption of Agenda 1.2 Assignment of Secretarial Duties 1.3 Review of Previous Meeting Minutes/Business Apr 2023 1.4 Acknowledge Attendance of Non-Voting Attendees 1.5 Elections and Appointments	Chair
2.0	8:35 AM – 8:45 AM	10 ROAC Chair's Report 2.1 Semi-Annual Report	Chair
3.0	8:45 AM – 8:55 AM	10 Report from the Administrator's Committee Meeting 3.1 Quick report of Administrator's Meeting	Chair of Admin Meeting
4.0	8:55 AM – 9:00 AM	5 CHOP 4.1 Update on Case	Barbara Bruce
5.0	9:00 AM – 9:45 AM	45 RAIC 5.1 Regulation & Advocacy Discussion	Jason Robbins
6.0	9:45 AM – 10:00 AM	15 RAIC 6.1 Debrief	Chair
	10:00 AM – 10:15 AM	15 Break	
7.0	10:15 AM – 11:30 AM	75 Committee for the Examination of Architects 7.1 CExAC Chair Report to ROAC 7.2 CExAC Modernization Consultant Report	Stephen Terauds – Virtual Richard Jones <i>Consultant</i> Pierre Brochu <i>Consultant</i>
8.0	11:30 AM – 11:50 AM	20 Canadian Architectural Certification Board AGM 8.0 Annual General Meeting	CACB

AGENDA ITEM	TIME	AGENDA TOPIC	PRESENTER
9.0	11:50 AM – 12:35 AM	Canadian Council of University Schools of Architecture (CCUSA) Presentation 9.1 Overview of Canadian schools 9.2 Opportunities for internship during education 9.3 Institutional relationship and governance 9.4 Suggestion for amendment to the IAP re: internship hours prior to graduation	Izabel Amaral
10.0	12:35 PM – 12:50 PM	CCUSA 10.1 Discussion	Chair
	12:50 PM – 1:20 PM	30 Lunch	
11.0	1:20 PM – 2:20 PM	Rise for Architecture Implementation Working Group 11.1 Rise Discussion 11.2 Rise Implementation Working Group Report	Darryl Condon
12.0	2:20 PM – 2:35 PM	Rise for Architecture Implementation Working Group 12.1 Discussion - Implementation Working Group	Chair
13.0	2:35 PM – 3:05 PM	ROAC Governance Task Force Report 13.1 Governance Package – Process, Table of Contents, Structure 13.2 Determine any changes or revisions for the consultants 13.3 Discussion about ROAC's relation to advocacy organizations	Margo Dauphinee Thom Lutes Barbara Bruce
	3:05 PM – 3:10 PM	5 Quick Break	
14.0	3:10 PM – 3:30 PM	International Relations Committee 14.1 IRC Report to ROAC	Scott Kemp - Virtual
15.0	3:30 PM – 4:15 PM	Canadian Architectural Certification Board - CACB 15.1 Update from the Office of the President 15.2 CACB Report to ROAC	Lisa Landrum
16.0	4:15 PM – 4:45 PM	CACB Standing Committee 16.1 Semi-Annual Report to ROAC 16.2 Mentorship Program	Dave Edwards - Virtual
17.0	4:45 PM – 5:00 PM	New/Other Business 17.1 The architectural profession's input into CCDC documents	Kristi Doyle
	5:00 PM	Adjournment – Grab & Go coffee and snacks	

FOR COUNCIL MEETING
December 1, 2023
(open)
ITEM: 7.2



CACB-CCCA Latest Activities

Prepared for the Regulatory Organizations of Architecture
in Canada Board Meeting.
October 20, 2023

Mourad Mohand-Said B.Arch, M.Sc.A, Hon. MRAIC
October 2, 2023

Table of Contents

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2. PROGRAMS OPERATION AND HIGHLIGHTS	4
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1. RECENT ACTIVITIES

Board Meetings:

The Board met twice since March 17, 2023. In-person on June 10, 2023, in Winnipeg (MB), and virtually on September 15, 2023. The next and last meeting in 2023 will be held in-person on November 17-18, 2023, in Québec (QC)

Board's Nominations

The newly developed Nominating Process for the appointment of new Directors on the Board has helped streamlining the 2023 Call for Nomination and allowed to receive on time the slate of names of Directors to be elected at the Annual General Meeting of the Members.

Meeting with ROAC Standing Committee

The CACB-CCCA accepted the invitation received from the ROAC Standing Committee to meet in-person, in Ottawa, ON, on September 29, 2023, to discuss ways of better communication, collaboration, and mutual understanding. The Treasurer and the Executive Director have attended the meeting.

The Conditions and Procedures for Accreditation Revision

The Conditions and Procedures for Accreditation Writing Committee set to work since March 1, 2023 with the objective of updating and writing Conditions and Procedures for Accreditation in view of the 2020 Conference Report. The committee has met 6 times in 2023: March 1, April 5, May 11, June 9, August 12, and October 2. The group is still working on this significant task that requires substantial efforts and commitment from the volunteers. A verbal report will be provided by the Chair at the ROAC Meeting, on October 20, 2023.

2024 Budget Approval

The CACB-CCCA forwarded the proposed 2024 budget to its Members, on July 28, 2023, via the Chair of the CCUSA and the Chair of the ROAC Standing Committee. The ROAC Standing Committee sent comments on September 12, 2023, and the CACB-CCCA responded with some adjustments on Sept. 26, 2023. The ROAC Standing Committee requested an additional minor amendment on September 29, 2023, which has been incorporated. The CACB-CCCA expects to receive its Members' approval by October 30, 2023.

More BEFA Assessors needed

More BEFA assessors are still needed to manage the increasing number of applicants and to meet the required timelines. We are missing 16 assessors with the following jurisdiction distribution: AAA: 1, MAA:2, AANB:6, NWTAA:2, OAA:2, AAPEI:1, OAQ:2.

Website and IT Development

The CACB-CCCA is continuing the work, in light of its 2022-2025 Strategic Plan, on the IT development and website enhancement with the objective to implement in 2024. The initiatives consist of:

- Education Credential Assessment (ECA) online application System
- Updated Academic certification on-line system
- Annual Report (AR) web-based Platform Submission
- Volunteers Management Database

Accreditation Training Program

Virtual Training sessions have being offered to Program Administrators, Team members, and Team Chairs in two phases:

- Phase 1: Training for both Programs and Team members about the Accreditation Process (March 22, 2023); and
- Phase 2: Customized Training on the Visit Preparation for the Programs (April 3, 2023) and for Team members (June 26, 2023).

In addition to the training for Programs and Team Members, dedicated training for Team Chairs has been updated and virtual training session were offered on March 30, and May 23, 2023).

Training Sessions on Annual Reporting will be also scheduled on an annual frequency.

Canberra Accord Periodic Review Visit

The CACB-CCCA will host in March 2024 a Canberra Accord Periodic Review Visit.

The CACB-CCCA has hosted two Periodic Review Visits: 2008 and 2012 and in each visit, it was granted a full six-year Term.

The purpose of the periodic review is to ensure that the Canberra Accord signatory members maintain and comply with Canberra Accord Rules and Procedures pertaining to the signatories' substantial equivalency accreditation and validation systems and to the graduates' mobility.

2. PROGRAMS OPERATION AND HIGHLIGHTS

ACCREDITATION PROGRAM

Canada counts 12 Accredited Programs. <https://cacb.ca/accredited-programs/>

- **2023 Cycle:**

- Focused Evaluation Review:**

- 2 Focused Evaluations Reviews were performed for Université Laval and Toronto Metropolitan University.

- No Focused Evaluation Visits were required and the schedule for the next maintenance accreditation visit in 2026 remains unchanged.

- **2024 Cycle:**

- 4 Maintenance Accreditation Visits:**

- University of Calgary;
 - Carleton University;
 - Laurentian University, and
 - University of Waterloo

All four Accreditation Reports (Architecture Program Reports) were received on time, on September 15, 2023, through the ACR (Accreditation report) Web platform.

The Reports will be forwarded for a completeness check review by the Team Chairs, which were appointed by the Board at its June 10, 2023 meeting.

- **2025 Cycle:** 3 Maintenance Visits:

- University of British Columbia;
 - University of Manitoba, and
 - McGill University

To help the Programs listed above to prepare for the visit, the Board has approved their request to appoint observers from their programs on the 2024 Visiting Teams.

2022-2023 Annual Reports

All programs have submitted their 2022-2023 Annual Reports (ARs) on time, on June 30, 2023. The Reports were reviewed by the newly appointed Annual Reports Review Committee and approved by the Board at its September 15, 2023 meeting.

In light of the comments received from the Programs about the Appendix A-8: Statistical Report, a revision of the Form will be conducted in consultation with the Programs to ensure understanding and clarity in the requirements and consistency in Data collection.

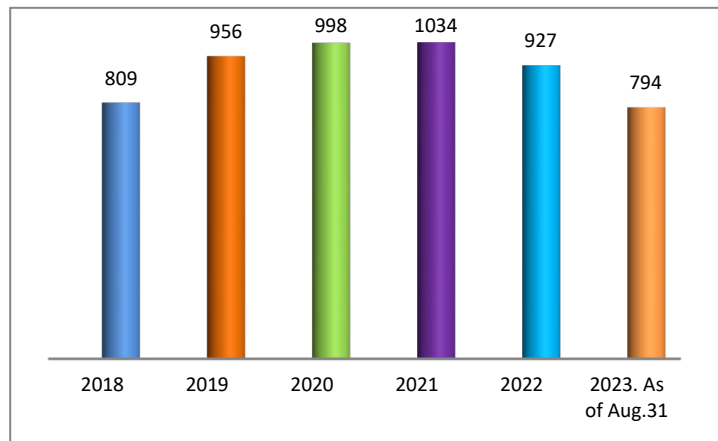
ACADEMIC CERTIFICATION PROGRAM

Statistic Highlights (detailed figures are appended to the report)

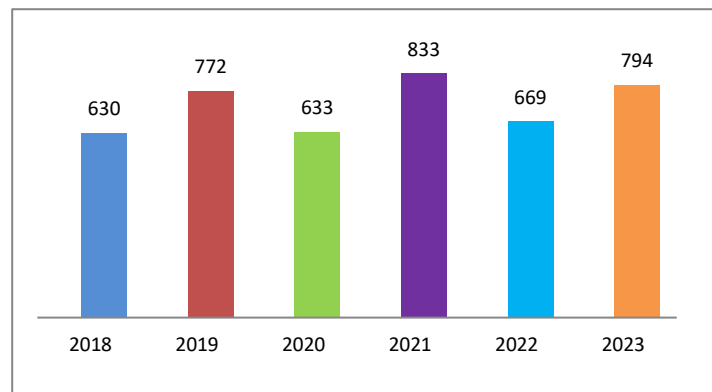
Applications Received

An average total number of 945 applications were received each year between 2018 and 2022 for all modes of [Academic Certification](#).

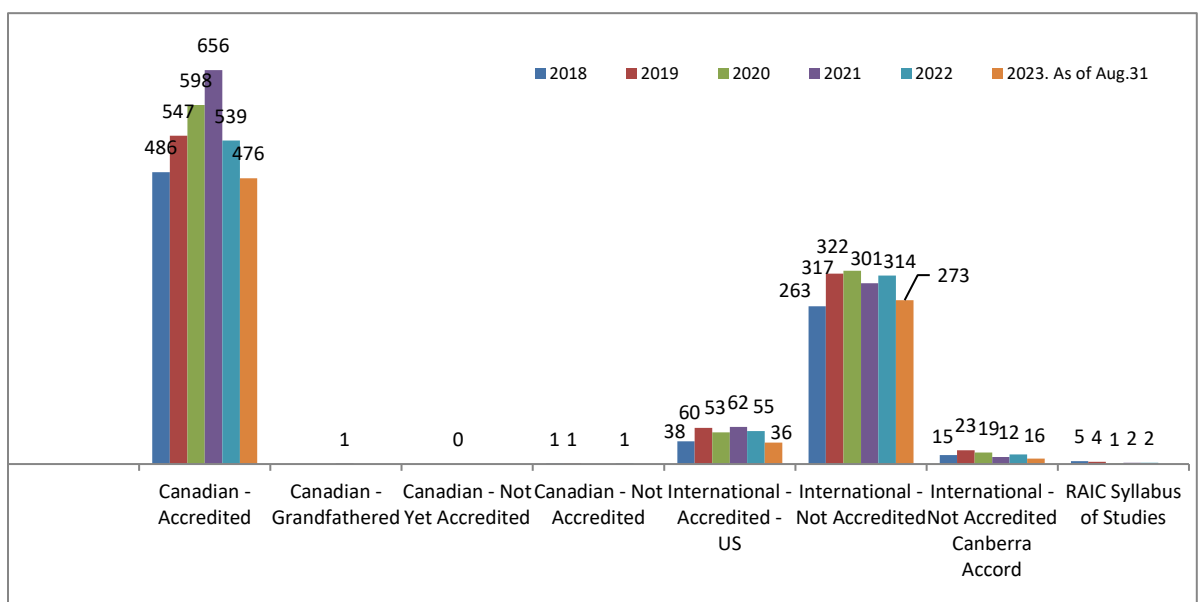
The 2023 figures (as of August 31) suggest that the total by the end of the year will be higher than 2022, a total of 794 applications have been received.



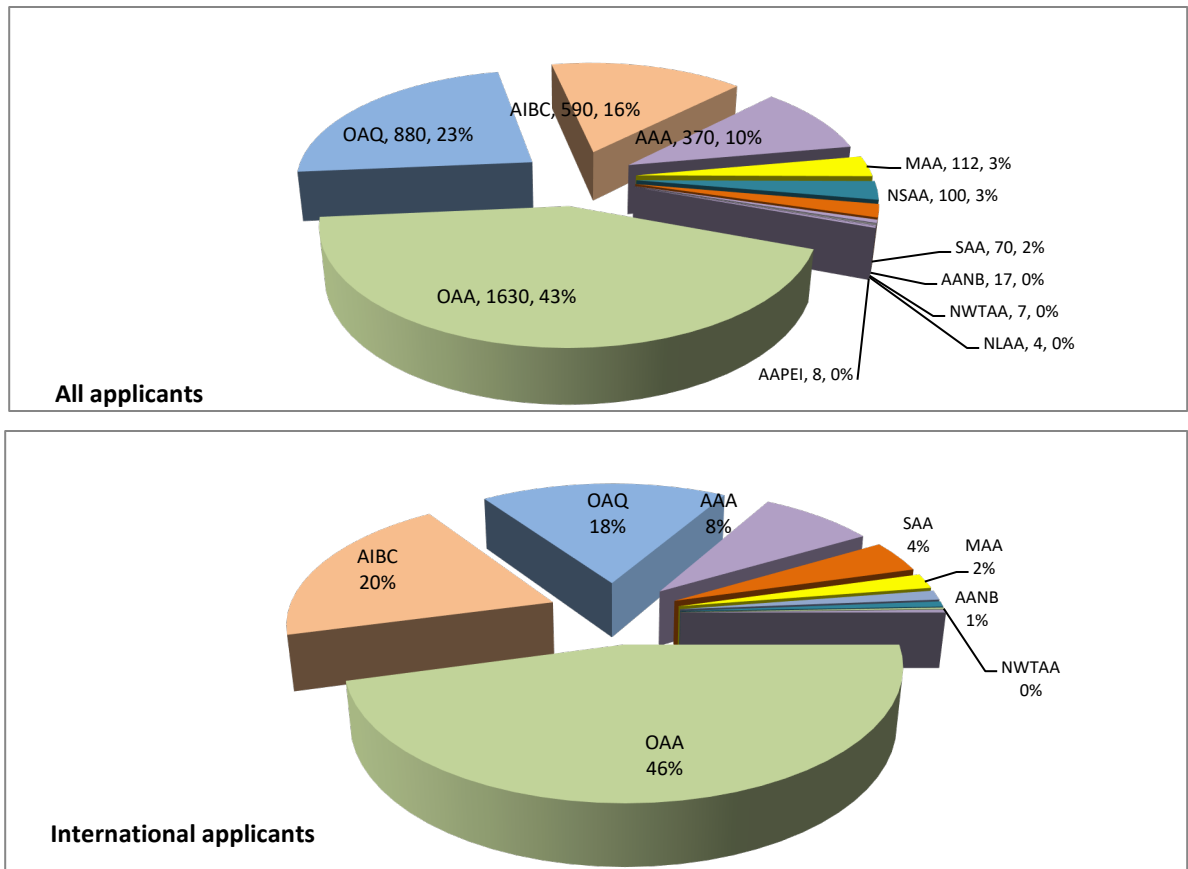
In comparison to 2022, 95 more applications were received in 2023 for the same period of the year (August 31).



The total of International applicants, including Canberra Accord, for 2023, is expected to be higher than in 2022. (87% of 2022 figures are received as of August 31 in 2023) (See table below)

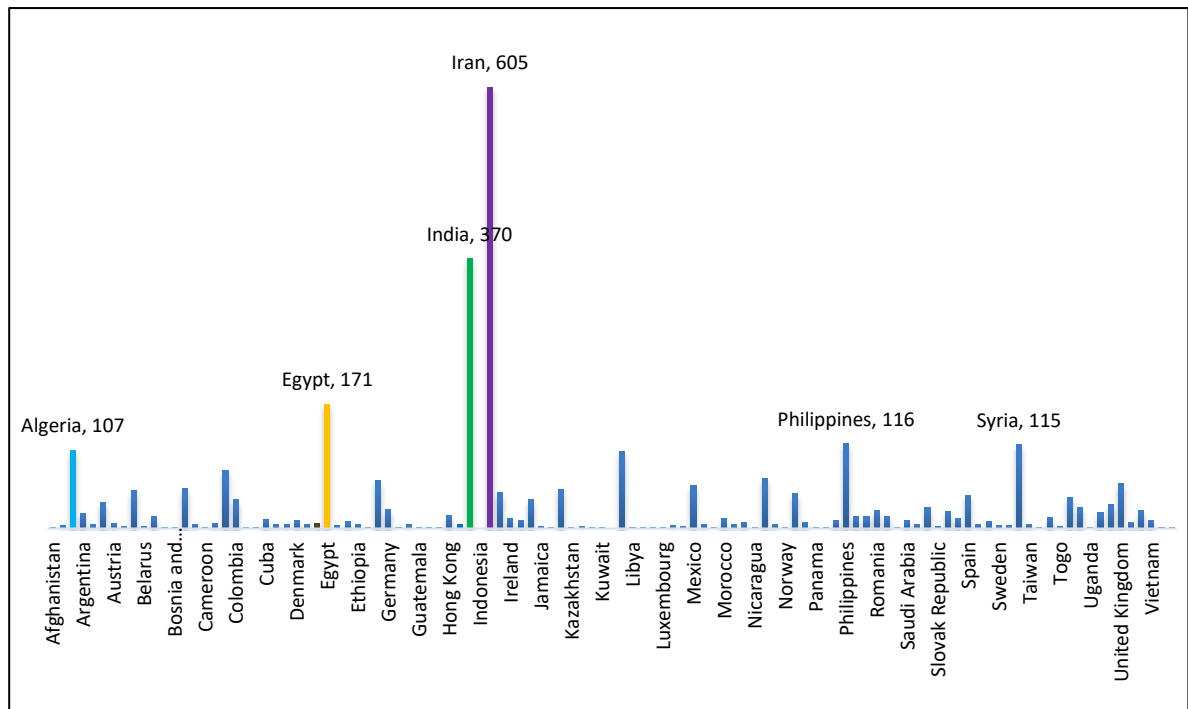


Applications Received by Jurisdiction



Country of Origin of Foreign Graduate Applicants

Iran, India, and Egypt are the Top 3 countries of origin. Algeria is the first francophone country of origin

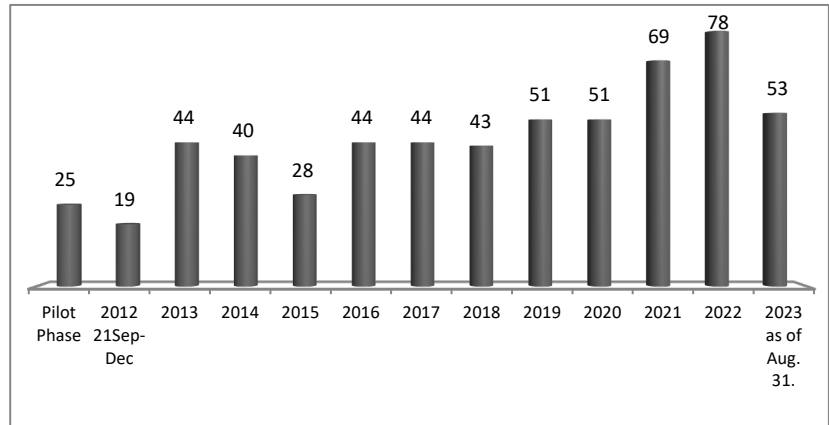


BROADLY EXPERIENCED FOREIGN ARCHITECTS (BEFA) CERTIFICATION PROGRAM

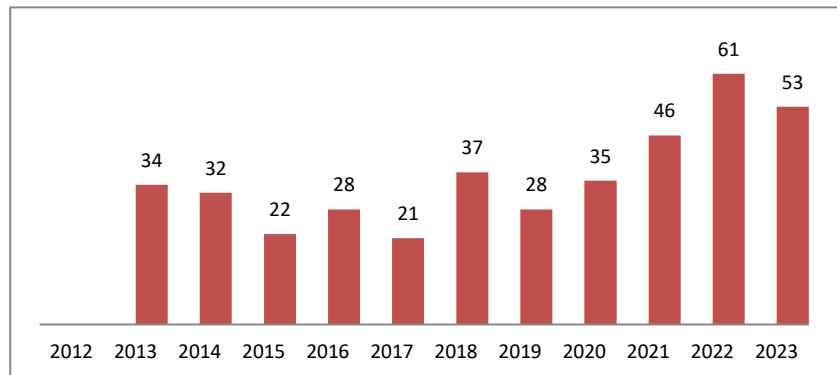
Statistic Highlights (detailed figures are appended to the report)

Applications Received

As of August 31, 2023, a Grand Total of 589 applications has been received since 2012 for the [BEFA Program](#) with an average of 45 new applications/year



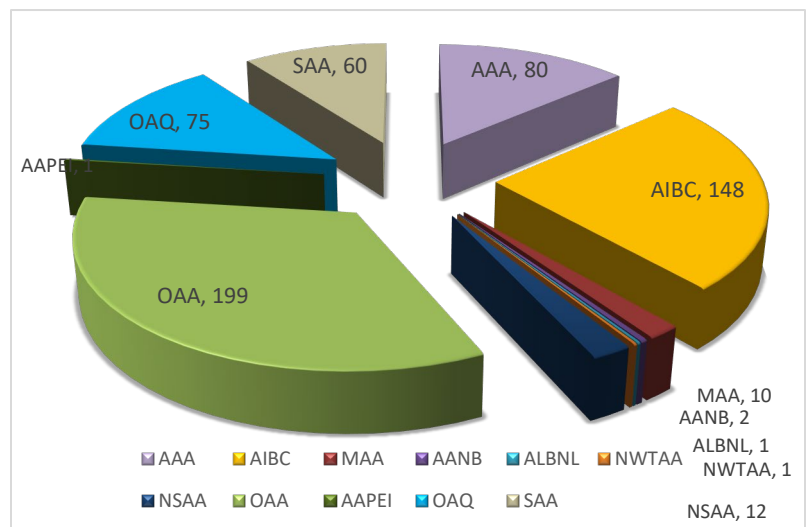
As per the August 31st figures shown in the adjacent table, total new applications in 2023 total will be lower than in 2022, but higher than 2021.



Desired Jurisdiction for Registration

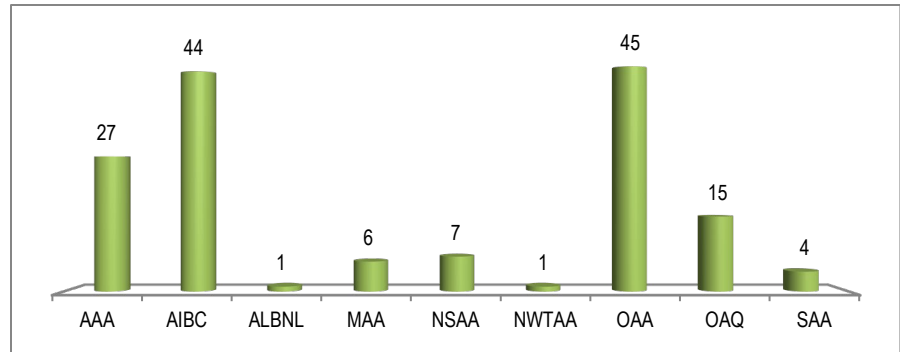
BEFA applicants expressed registration with the following Jurisdictions distribution:

- Ontario: 199
- British Columbia: 148
- Alberta: 80
- Québec :75
- Saskatchewan:60
- Nova Scotia: 12
- Manitoba: 10
- New Brunswick: 2
- Northwest Territories: 1
- Newfoundland and Labrador: 1



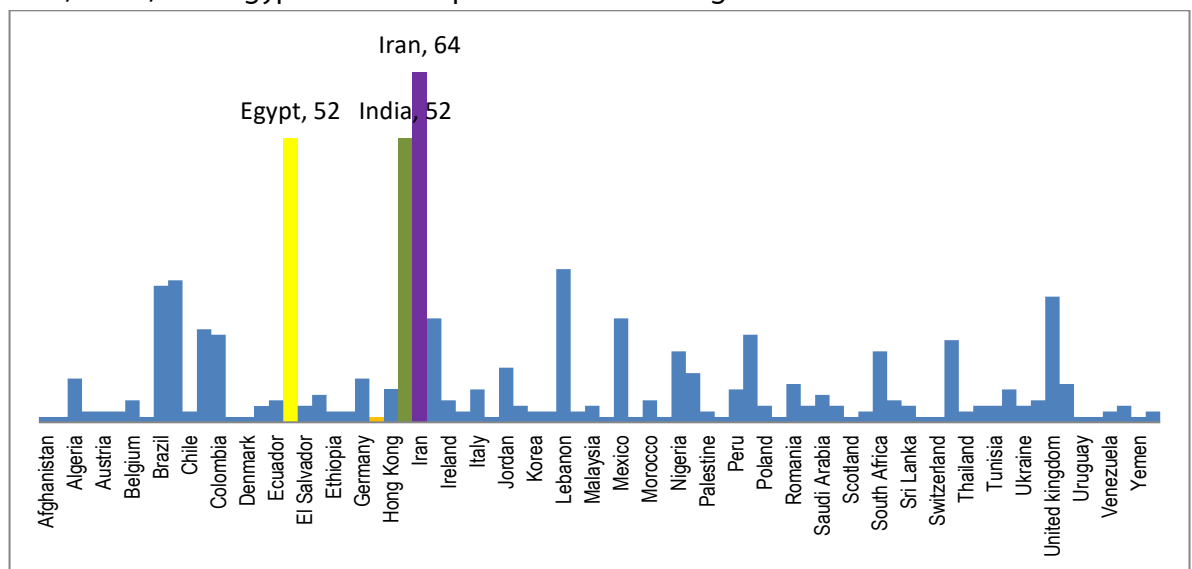
Certification

A total of 150 applicants have been granted BEFA Certification as of August 31, 2023.



Country of Origin of BEFA Applicants

Iran, India, and Egypt are the Top 3 countries of origin.



Interviews: 2023 Cycle

A total of 25 interview will be scheduled by the end of 2023:

Winter 2023

Two (2) Interviews were held:

- 2 In-Person format in Montréal, QC, on January 28th.

Spring 2023:

Eleven (11) interviews held:

- 3 remote format; and
- 8 In-Person format in Vancouver, BC, on May 27.

Fall 2023:

Eleven (11) in-person Interviews are scheduled :

- 6 in Montréal, QC, on November 25th
- 5 in Vancouver (BC), on December 2nd

Remote interview format remains available on request.

3. INTERNATIONAL ACTIVITIES

THE CANBERRA ACCORD

The Canberra Accord consists of accrediting organizations that have substantial equivalent established accreditation systems for architectural education.

The CACB-CCCA is one of the ten (10) signatories of [the Canberra Accord](#).

The General Meeting

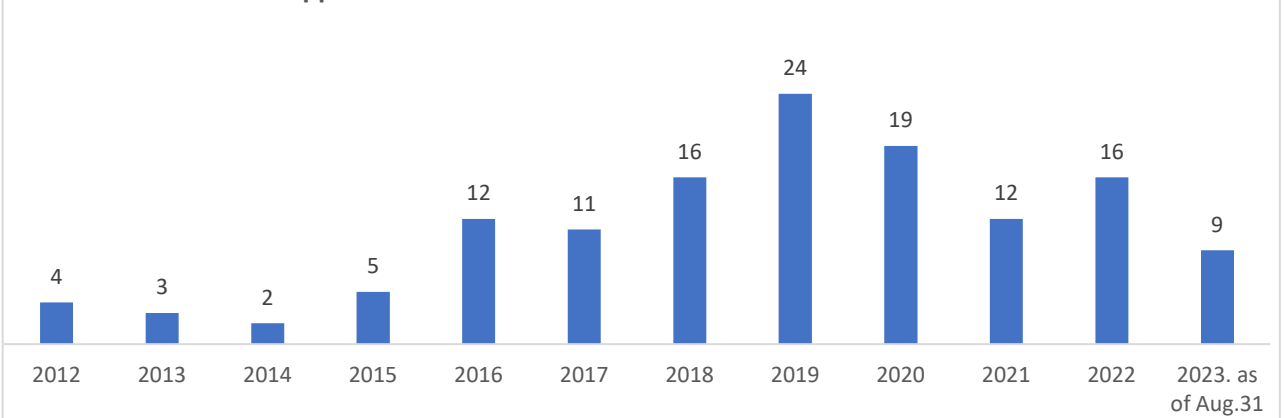
The CACB-CCCA attended the 9th General meeting of the Accord scheduled held in Hong Kong, on June 15-16, 2023 in an in-person format.

Implementation of the Accord

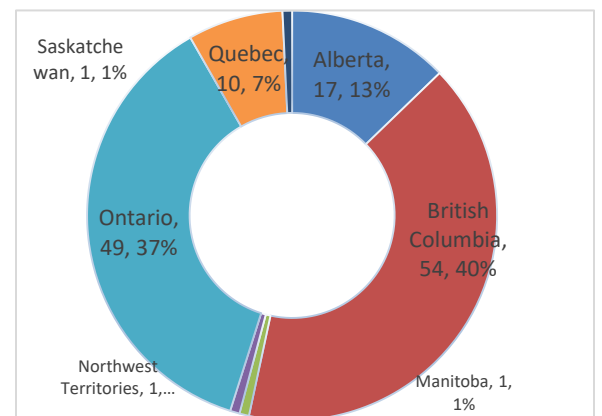
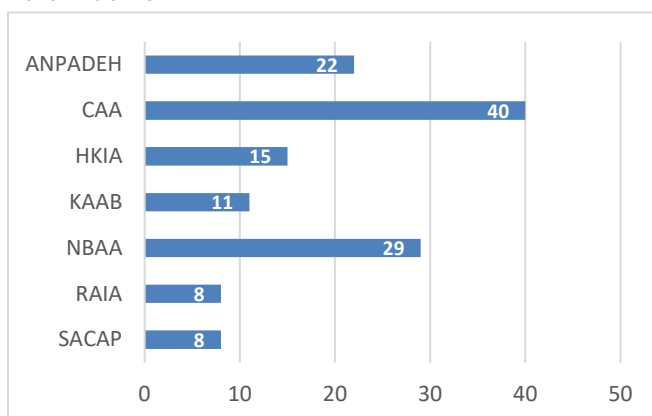
The Signatories are expected to facilitate the international mobility of the signatories' graduates and the portability of their educational by developing a process that will integrate them into their Credential Assessment System.

The CACB-CCCA has developed an assessment stream for Canberra Graduates since 2012. As of August 31, 2023, a total of 133 applications have been received.

Total Canberra Accord applications received: 133



The applications were received with the following signatories and Jurisdictions distribution:



APPENDICES

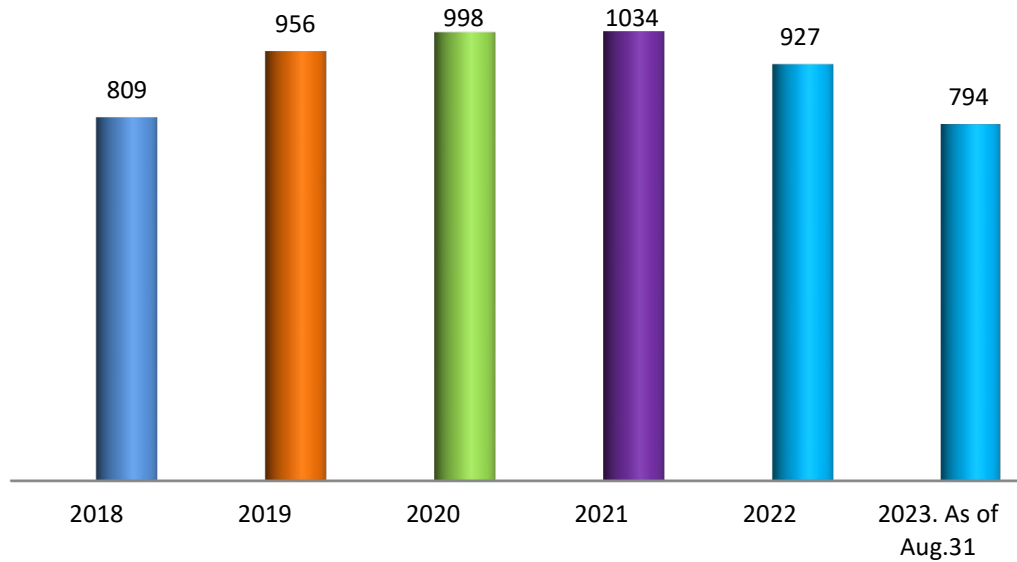
Appendix: Statistical figures.

Academic Certification Statistical Figures

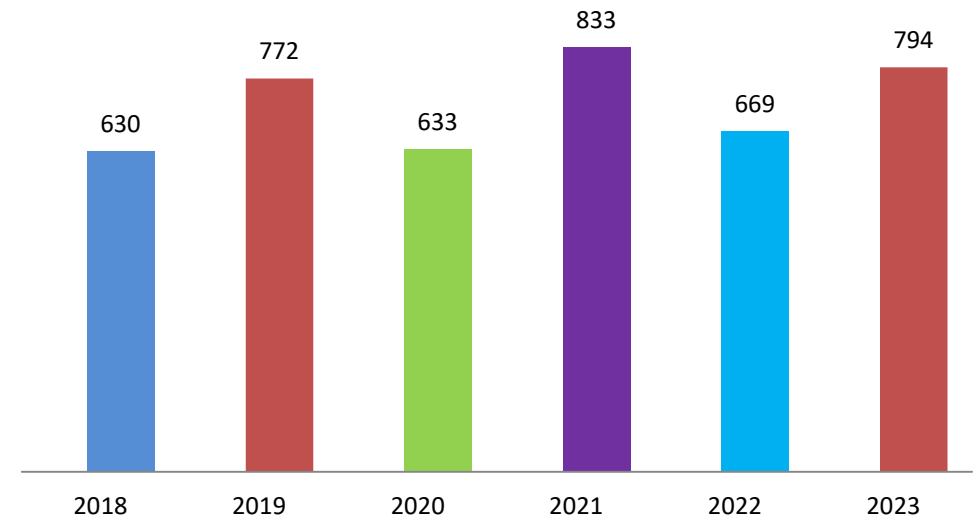
Prepared for the Regulatory Organizations of Architecture in Canada (ROAC) Meeting
Toronto, ON, October 20, 2023

Mourad Mohand-Said B.Arch, M.Sc.A, Hon. MRAIC.
October 2, 2023

APPLICATIONS RECEIVED

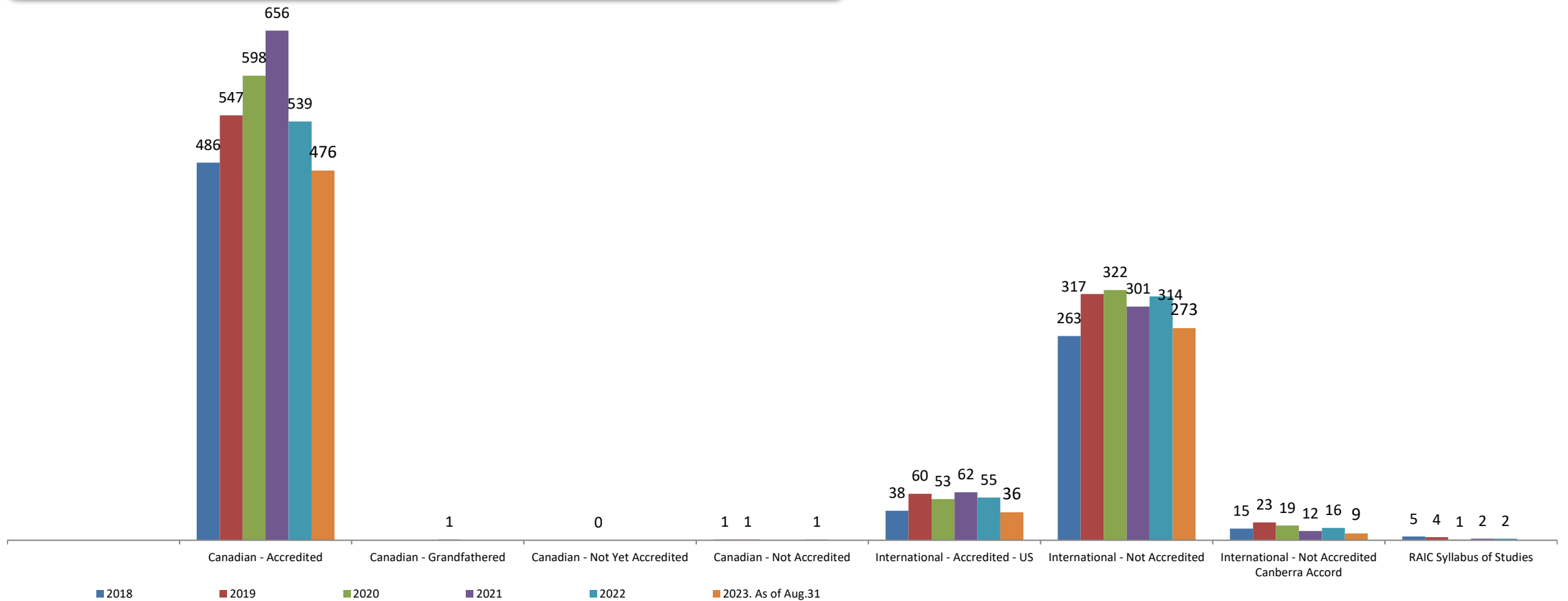


Total Applications received



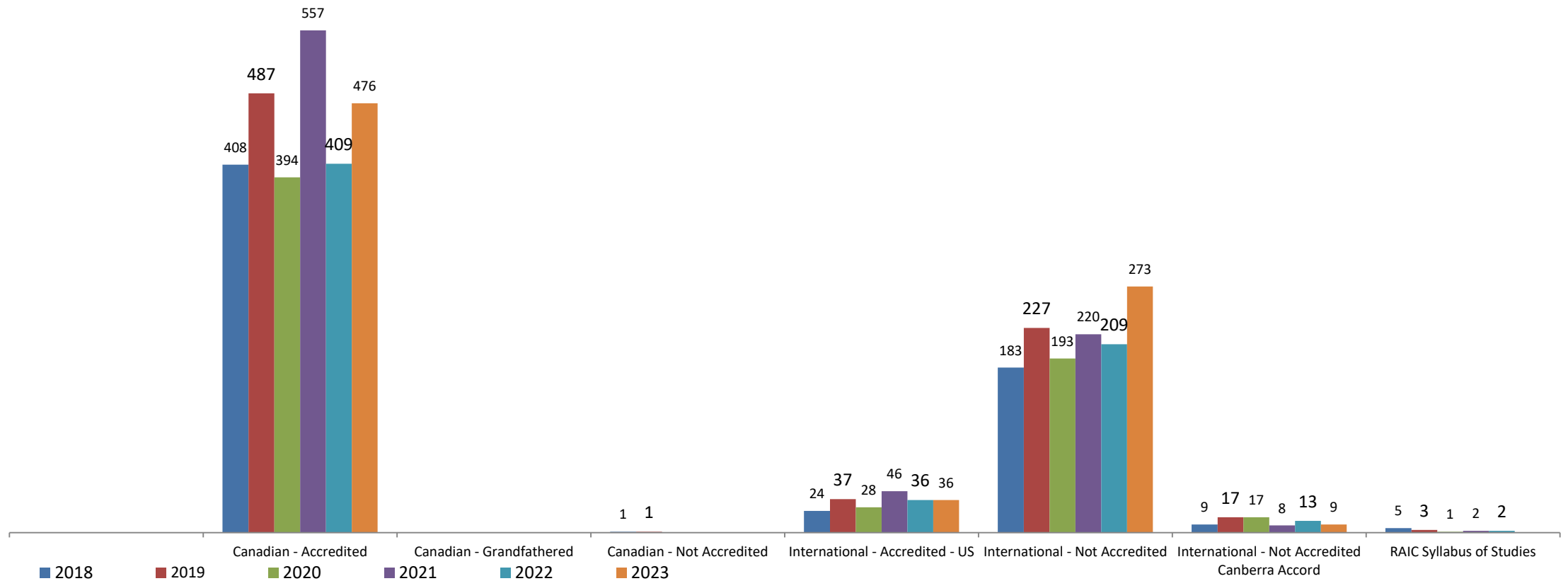
Total applications received as of August 31 of each year

APPLICATIONS RECEIVED PER MODE OF CERTIFICATION



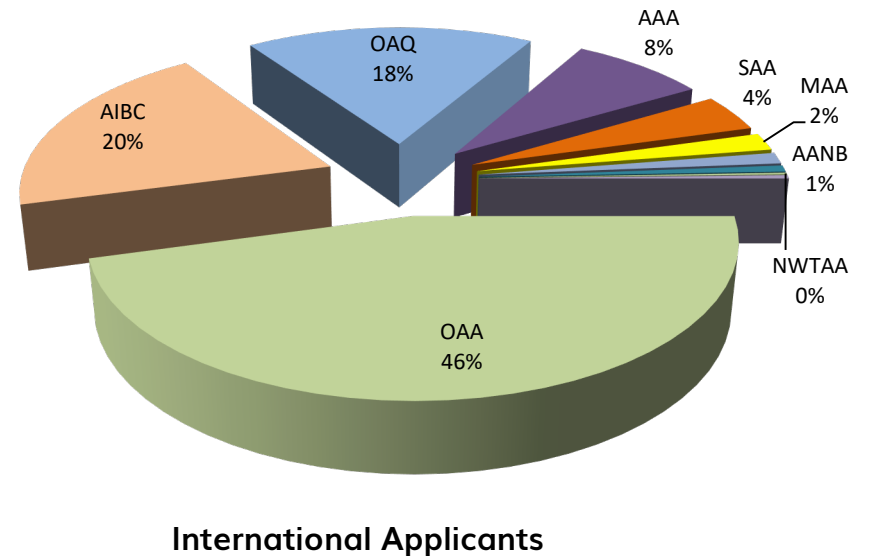
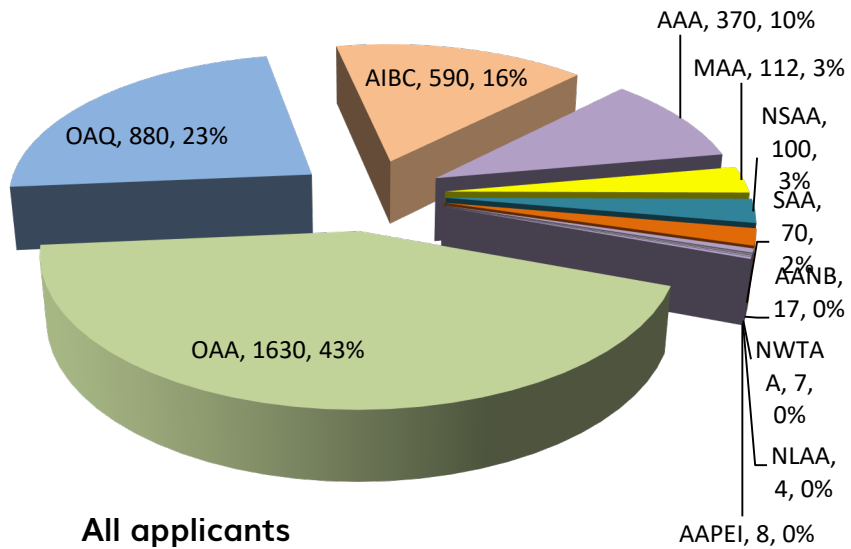
Total Applications received

APPLICATIONS RECEIVED PER MODE OF CERTIFICATION

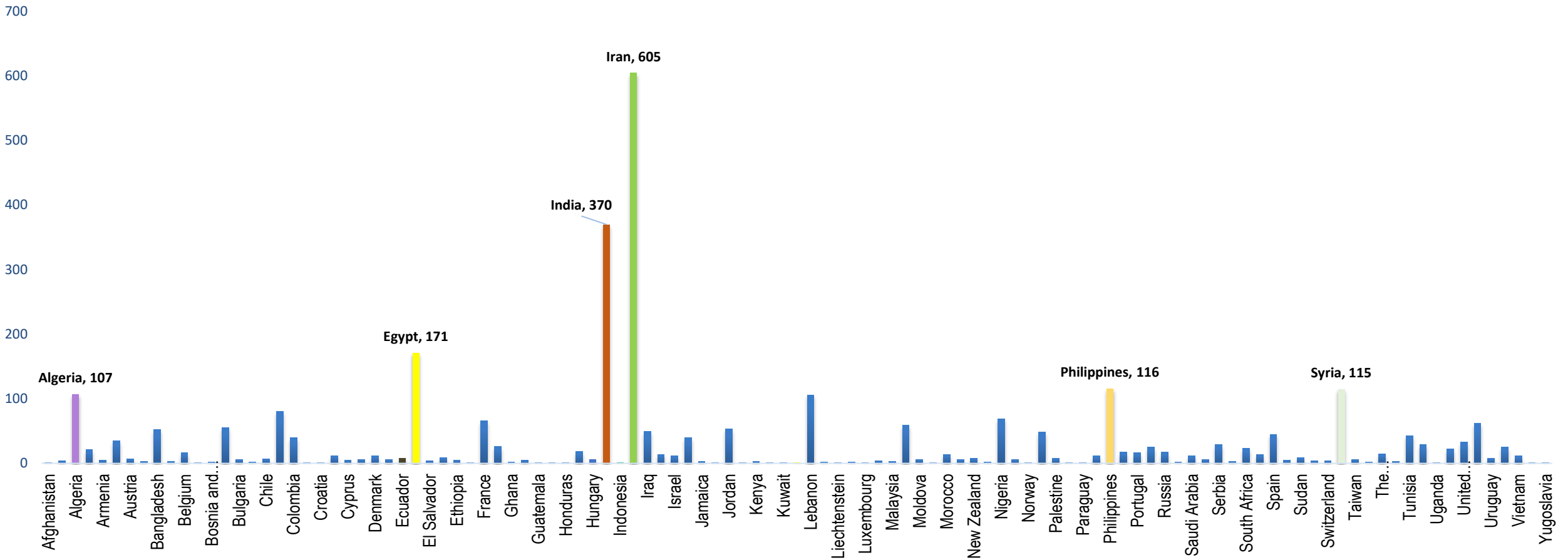


Total applications received as of August 31 of each year

APPLICATIONS RECEIVED BY JURISDICTION



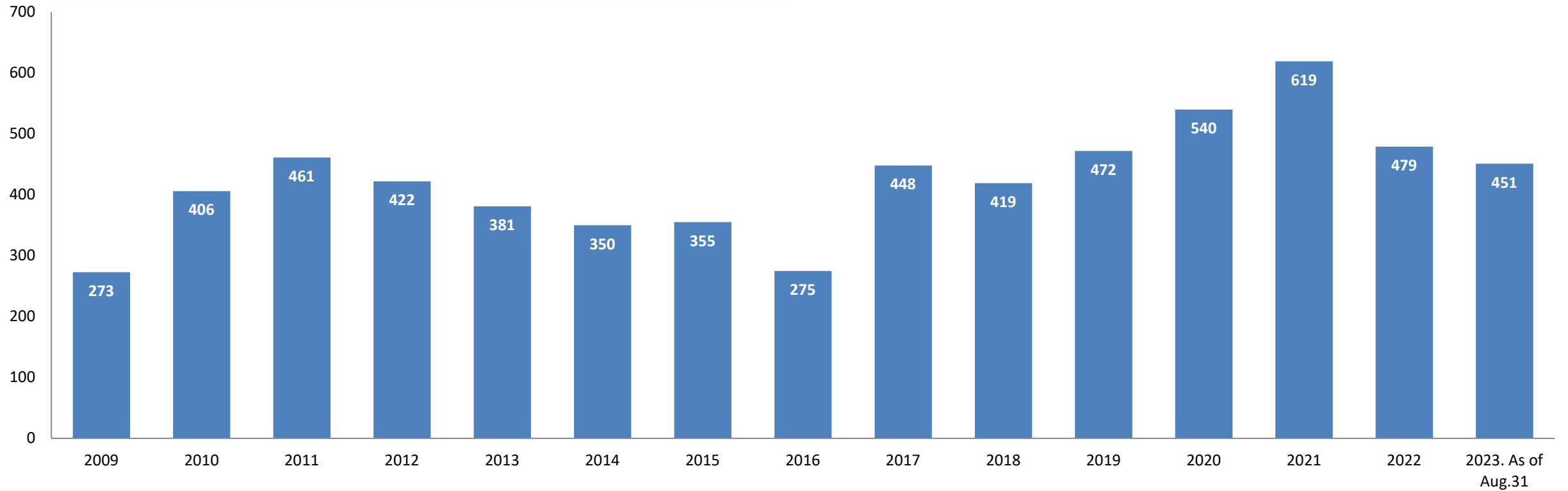
INTERNATIONAL APPLICATIONS RECEIVED: COUNTRY OF ORIGIN 2022-2023



INTERNATIONAL APPLICATIONS RECEIVED: COUNTRY OF ORIGIN 2025-2022

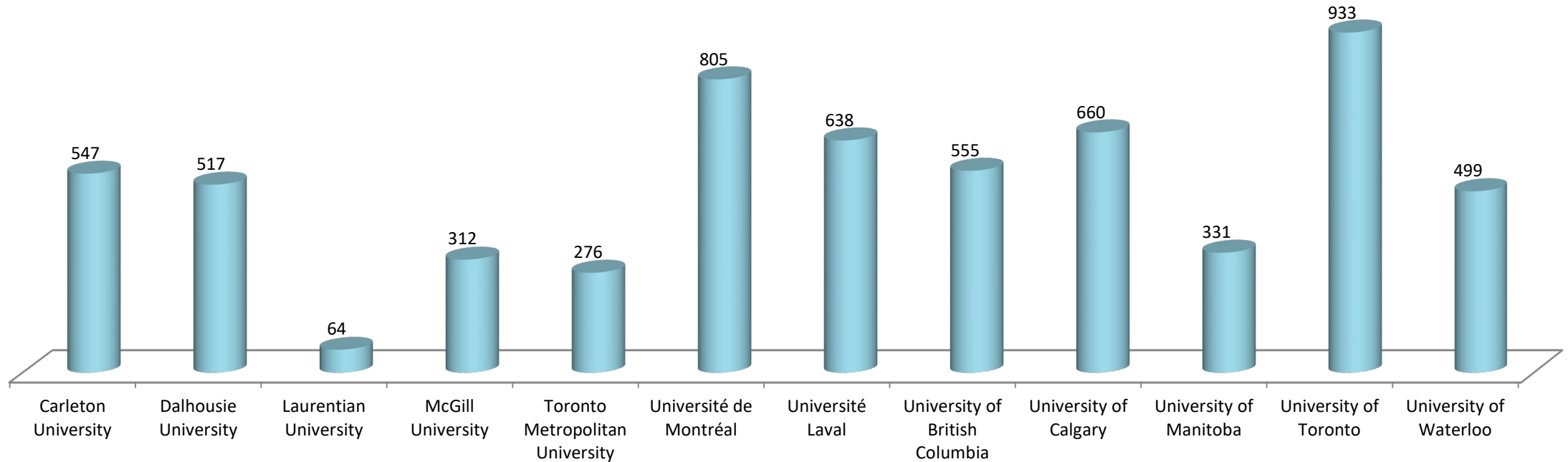
Institution's Country	Grand Total	Institution's Country	Grand Total	Institution's Country	Grand Total	Institution's Country	Grand Total	Institution's Country	Grand Total
Afghanistan	1	Czech Republic	6	Israel	11	Nicaragua	2	Sudan	9
Albania	4	Denmark	11	Italy	40	Nigeria	69	Sweden	4
Algeria	107	Dominican Republic	6	Jamaica	3	North Cyprus	6	Switzerland	4
Argentina	21	Ecuador	8	Japan	1	Norway	1	Syria	115
Armenia	5	Egypt	171	Jordan	53	Pakistan	48	Taiwan	6
Australia	35	El Salvador	4	Kazakhstan	1	Palestine	8	Thailand	2
Austria	7	England	9	Kenya	3	Panama	1	The Netherlands	15
Bahrain	3	Ethiopia	5	Kosovo	1	Paraguay	1	Togo	3
Bangladesh	52	Finland	1	Kuwait	1	Peru	11	Tunisia	43
Belarus	3	France	66	Latvia	1	Philippines	116	Turkey	29
Belgium	16	Germany	26	Lebanon	106	Poland	17	Uganda	1
Bolivia	1	Ghana	2	Libya	2	Portugal	16	Ukraine	22
Bosnia and Herzegovina	2	Greece	5	Liechtenstein	1	Romania	25	United Arab Emirates	33
Brazil	55	Guatemala	1	Lithuania	2	Russia	17	United Kingdom	62
Bulgaria	6	Holland	1	Luxembourg	1	Rwanda	2	Uruguay	8
Chile	7	Honduras	1	Macedonia	4	Saudi Arabia	11	Venezuela	25
China	80	Hong Kong	18	Malaysia	3	Scotland	6	Vietnam	11
Colombia	40	Hungary	6	Mexico	59	Serbia	29	Yemen	1
Costa Rica	1	India	370	Moldova	6	Slovak Republic	3	Yugoslavia	1
Croatia	1	Indonesia	1	Mongolia	1	South Africa	23		
Cuba	12	Iran	605	Morocco	14	South Korea	14		
Cyprus	5	Iraq	49	Nepal	6	Spain	45		
		Ireland	14	New Zealand	8	Sri Lanka	5		
								Grand Total	3,050

APPLICATIONS RECEIVED: AUTOMATIC CERTIFICATION



Per year, all Institutions

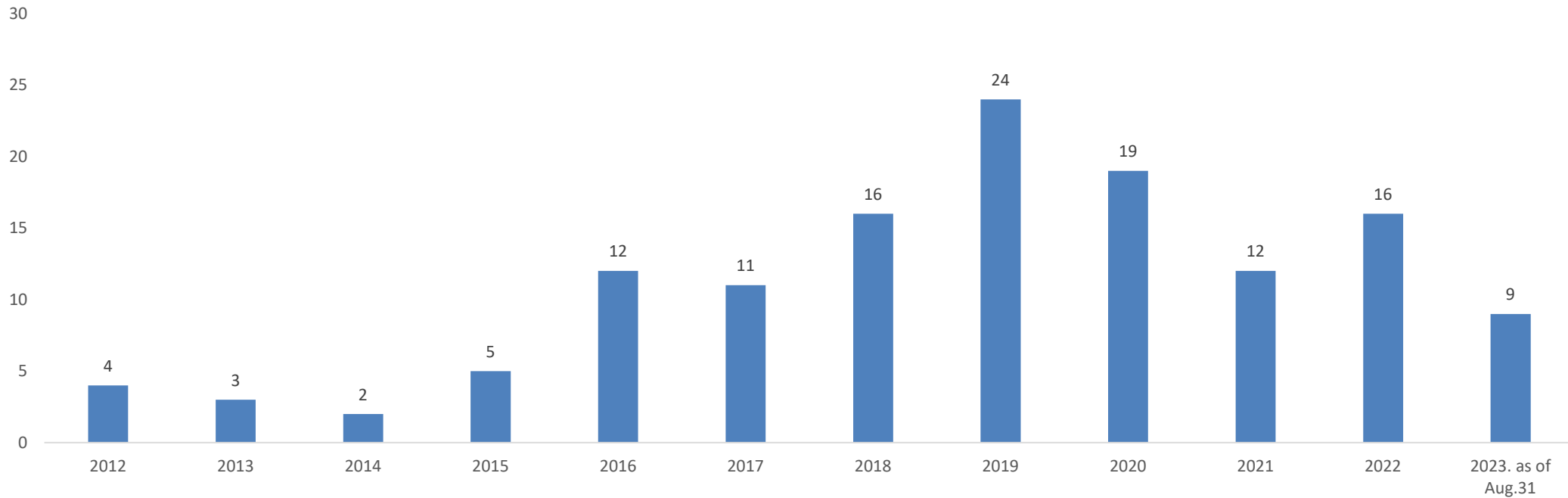
APPLICATIONS RECEIVED: AUTOMATIC CERTIFICATION



Per Institution since 2009, as of August 31, 2023

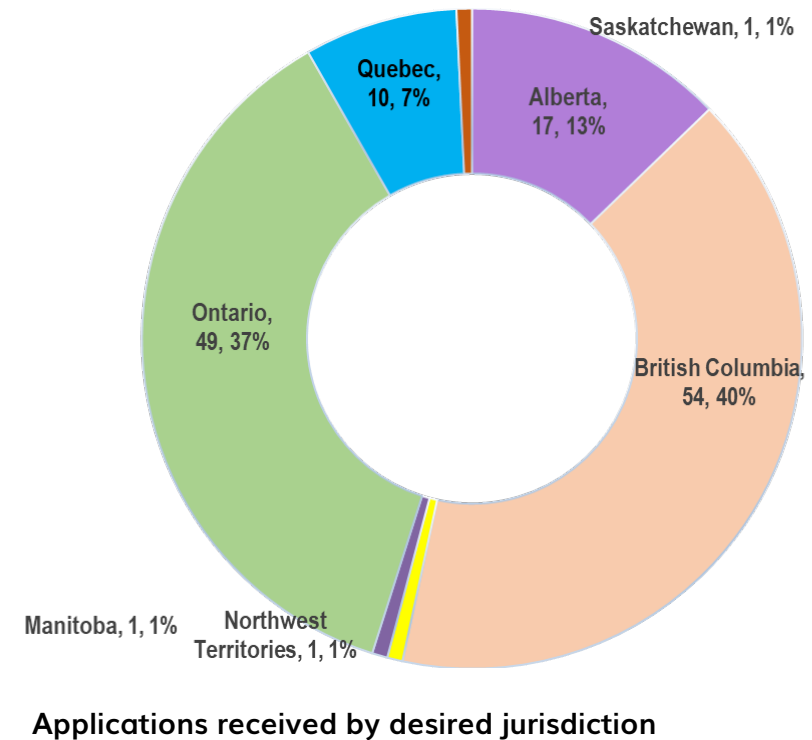
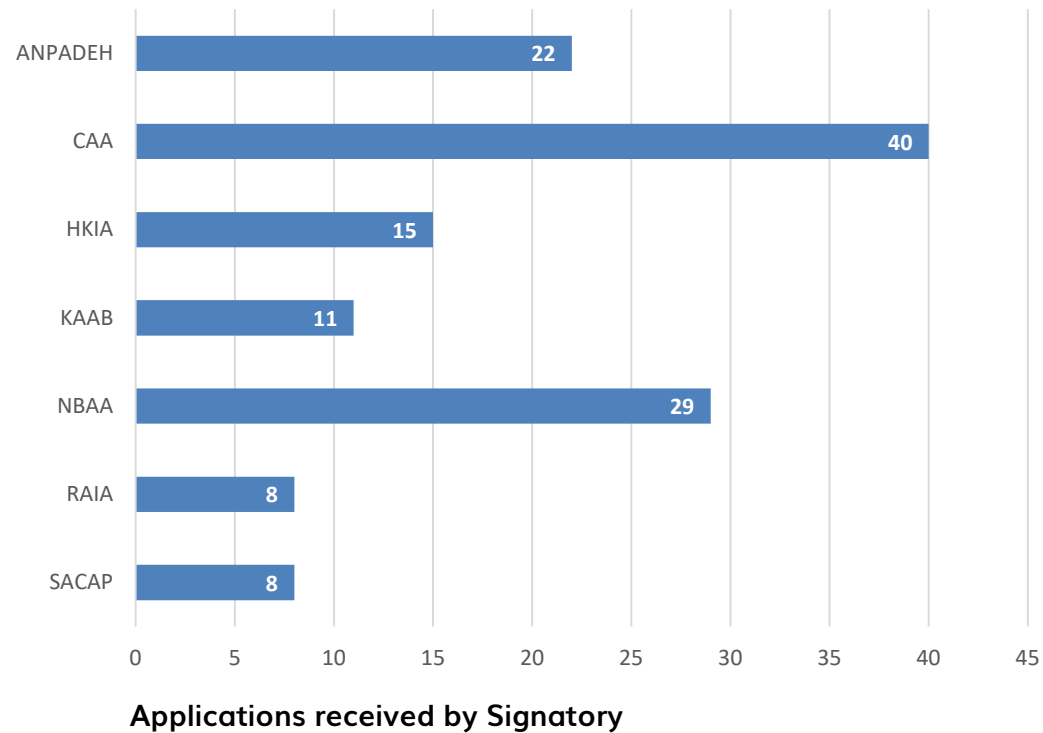
ACADEMIC CERTIFICATION OF CANBERRA ACCORD A GRADUATES

Total Canberra Accord applications received: 133



Total Applications received per year

ACADEMIC CERTIFICATION OF CANBERRA ACCORD A GRADUATES

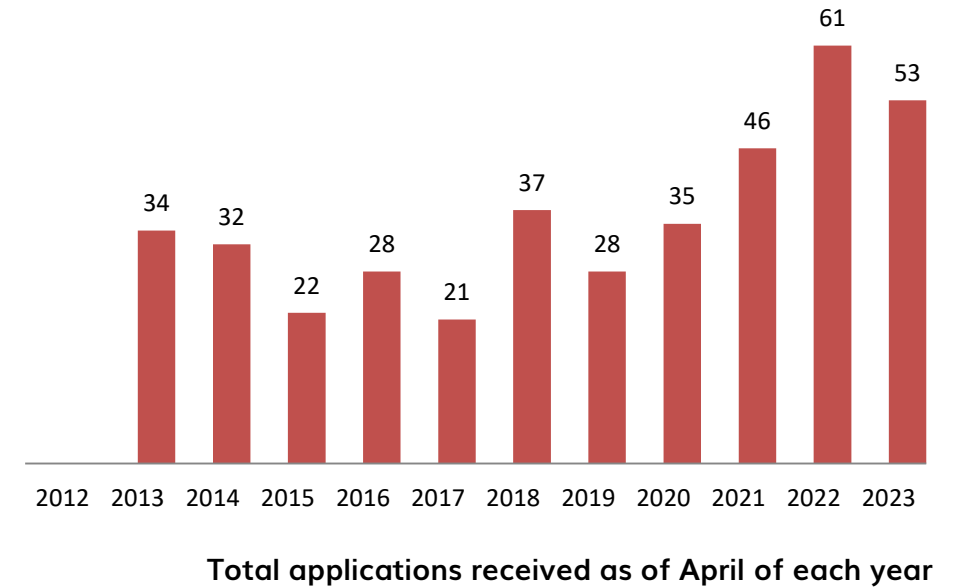
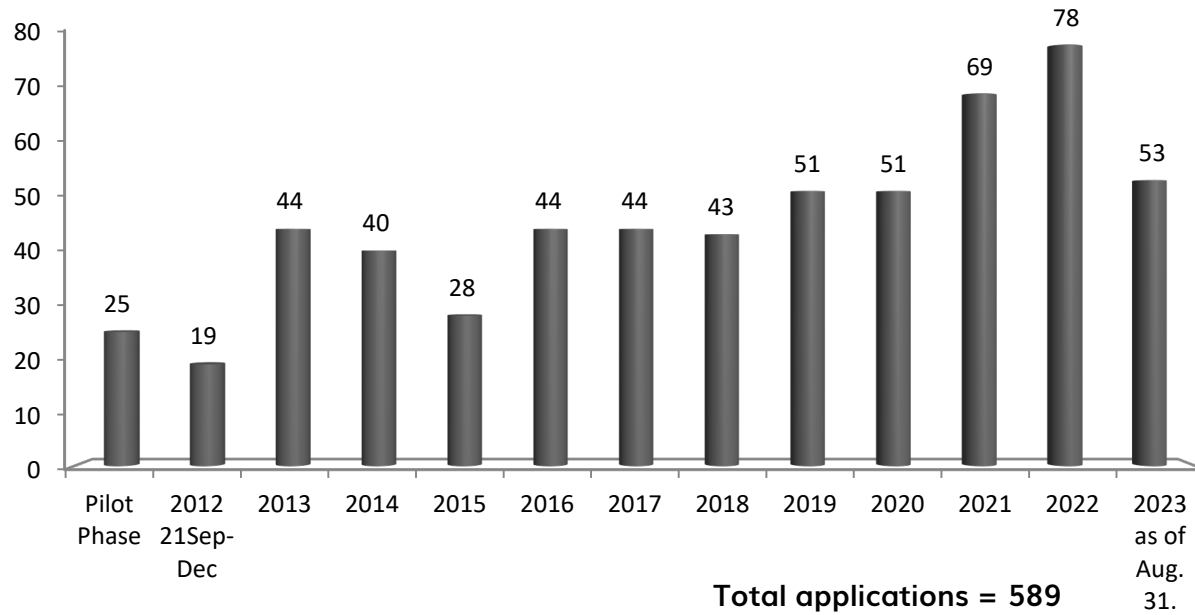


Broadly Experienced Foreign Architect (BEFA) Certification Program Statistical Figures

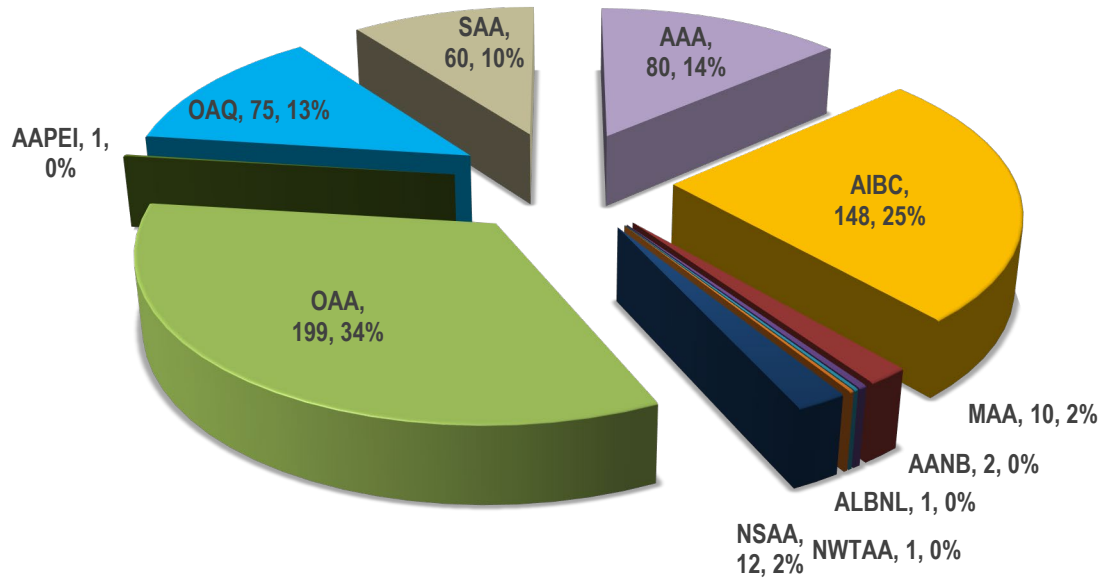
Prepared for the Regulatory Organizations of Architecture in Canada (ROAC) Meeting
Toronto, ON, October 20, 2023

Mourad Mohand-Said B.Arch, M.Sc.A, Hon. MRAIC.
October 2, 2023

APPLICATIONS RECEIVED



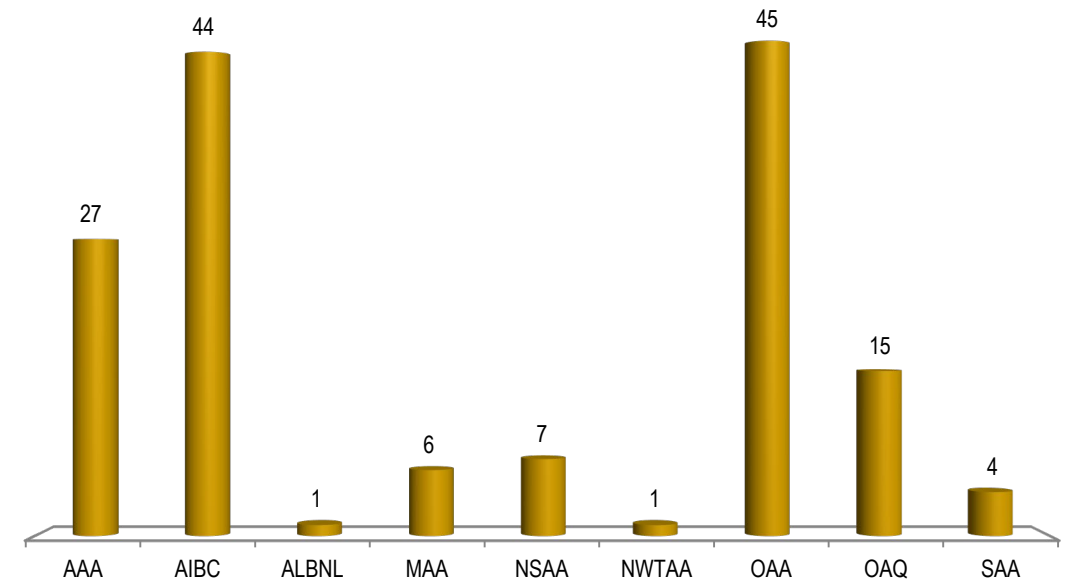
DESIRED JURISDICTION FOR REGISTRATION



Desired jurisdiction for registration

CERTIFICATION

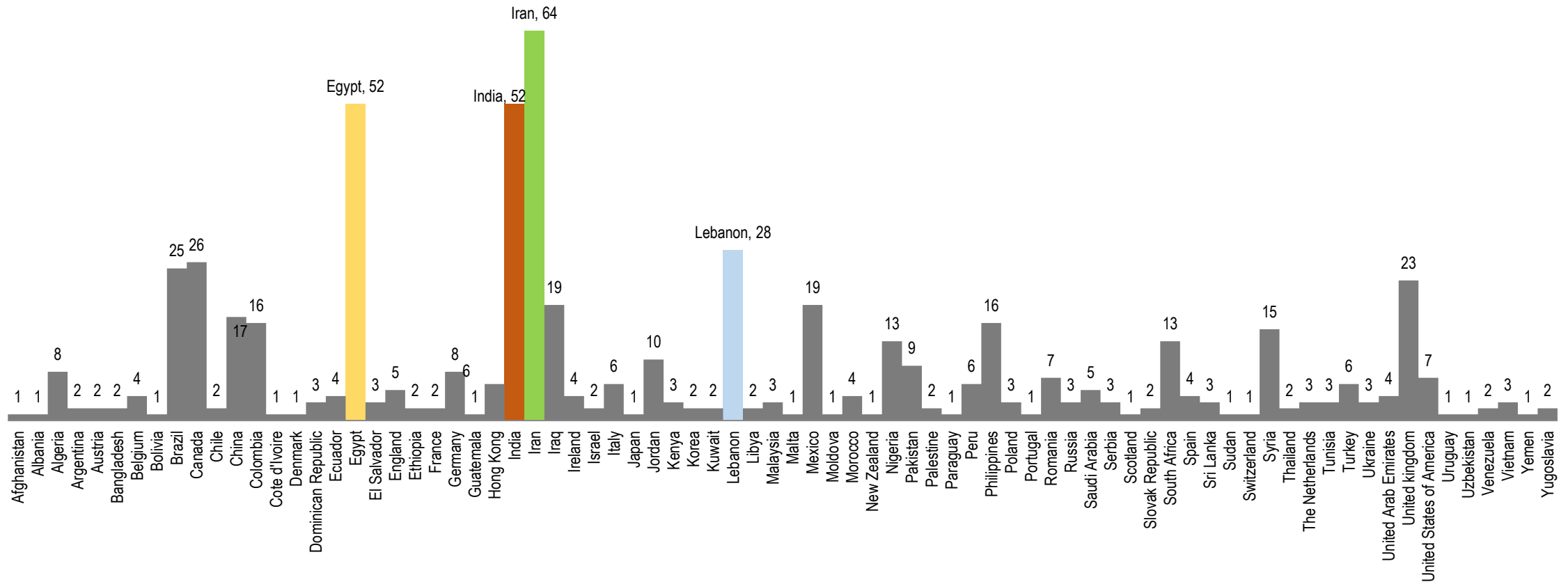
Total certification = 150



Certification per jurisdiction

APPLICATIONS RECEIVED BY COUNTRY OF ORIGIN

2012-2023 (as of Apr.30): 589



APPLICATIONS RECEIVED BY COUNTRY OF ORIGIN

2012-2023 (as of Aug.31): 589

Country of Origin	Total
Afghanistan	1
Albania	1
Algeria	8
Argentina	2
Austria	2
Bangladesh	2
Belgium	4
Bolivia	1
Brazil	25
Canada	26
Chile	2
China	17
Colombia	16
Cote d'Ivoire	1
Denmark	1
Dominican Republic	3
Ecuador	4
Egypt	52
El Salvador	3
England	5
Ethiopia	2
France	2

Country of Origin	Total
Germany	8
Guatemala	1
Hong Kong	6
India	52
Iran	64
Iraq	19
Ireland	4
Israel	2
Italy	6
Japan	1
Jordan	10
Kenya	3
Korea	2
Kuwait	2
Lebanon	28
Libya	2
Malaysia	3
Malta	1
Mexico	19
Morocco	4
New Zealand	1
Nigeria	13

Country of Origin	Total
Pakistan	9
Palestine	2
Paraguay	1
Peru	6
Philippines	16
Poland	3
Portugal	1
Romania	7
Russia	3
Saudi Arabia	5
Serbia	3
Scotland	1
Slovak Republic	2
South Africa	13
Spain	4
Sri Lanka	2
Sudan	1
Switzerland	1
Syria	15
Thailand	2
The Netherlands	3
Tunisia	3

Country of Origin	Total
Turkey	6
Ukraine	3
United Arab Emirates	4
United kingdom	23
United States of America	7
Uruguay	1
Uzbekistan	1
Venezuela	2
Vietnam	3
Yemen	1
Yugoslavia	2
Grand Total	589

INTERVIEWS

2023 Cycle

➤ Winter 2023

2 interviews held:

- 2 In-Person format in Montréal, QC, on January 28th.

➤ Spring/Summer 2023

11 interviews held:

- 8 In-Person format in Vancouver, BC, on May 27th.
- 3 remote format.

➤ Fall 2023

11 in-person Interviews are scheduled :

- 6 in Montréal, QC, on November 25th
- 5 in Vancouver (BC), on December 2nd
- Remote interviews format remains available on request.

BEFA ASSESSORS

