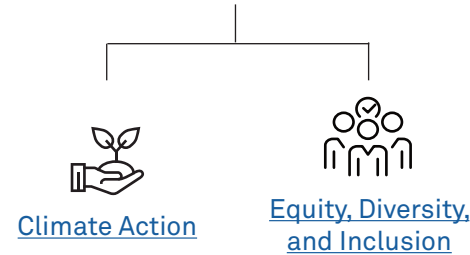# Ontario Association of Architects

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.
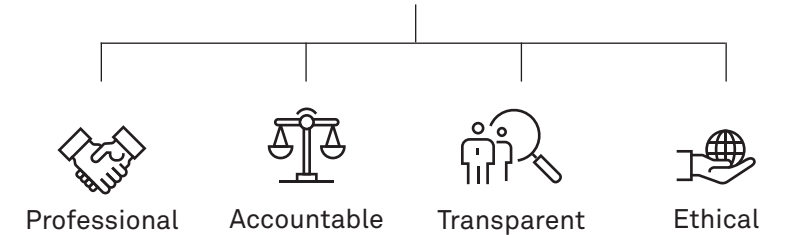
MANDATE

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.
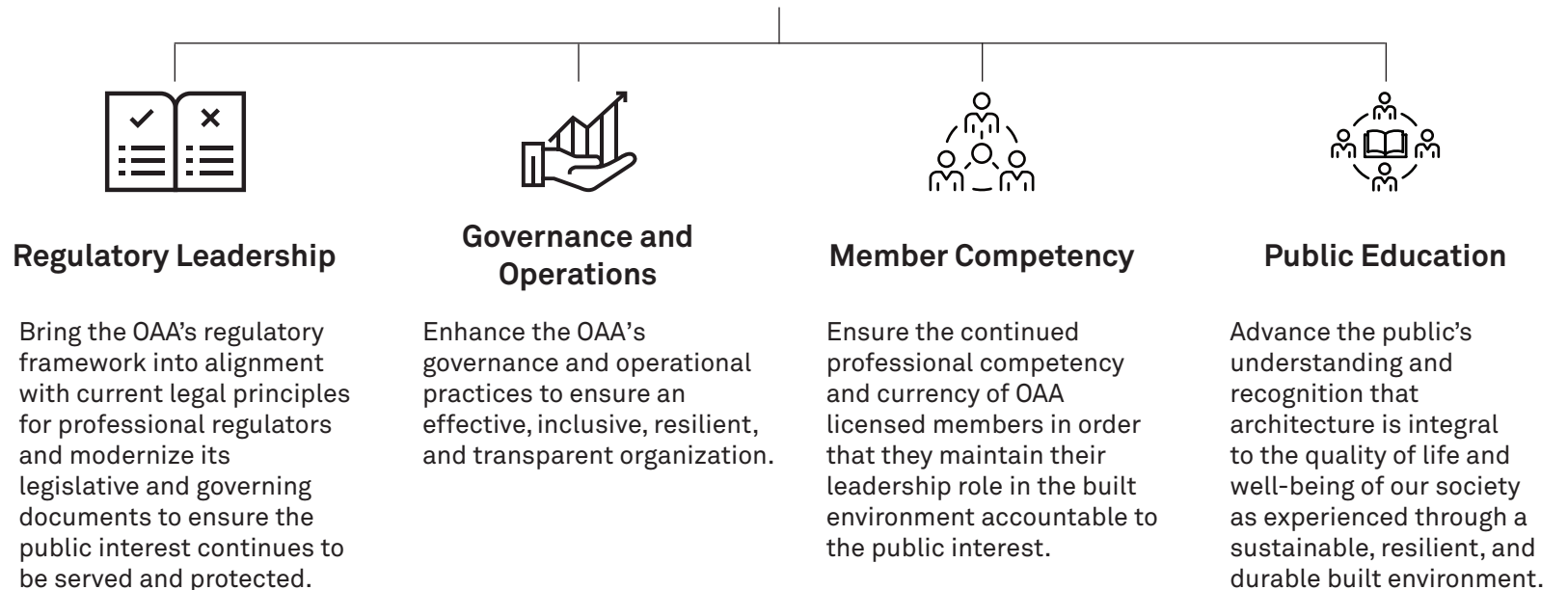
Themes

Climate Action

Equity, Diversity, and Inclusion

Values

Professional

Accountable

Transparent

Ethical

Strategic Priorities

Regulatory Leadership

Bring the OAA's regulatory framework into alignment with current legal principles for professional regulators and modernize its legislative and governing documents to ensure the public interest continues to be served and protected.

Governance and Operations

Enhance the OAA's governance and operational practices to ensure an effective, inclusive, resilient, and transparent organization.

Member Competency

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.

Public Education

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.

	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 its legislative and governing documents to ensure the public interest continues to be served and protected.	Enhance the OAA's 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	• Actively engage with government, legal counsel, and the Attorney General to advance the modernization of the *Architects Act* and its Regulation. • Increase transparency, fairness, objectivity, and impartiality of OAA registration and regulatory processes. • Continue to serve the public interest through ongoing enforcement activities and investigating breaches of the *Architects Act* and its Regulations. • Continue to invest in programs and activities that contribute to and foster the diversity and perspective of new applicants to the architectural profession.	• Continue to 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. • Monitor OAA governance reforms and continue to update Council governance practices to align with best practices of professional regulators. • Continue to develop, implement and monitor the futureproofing strategy for OAA internal resources to be agile and resilient.	• 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 various 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.	• Implement the Council approved Public Outreach Plan 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 parties 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	• 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. • The OAA continues to identify and correct regulatory misalignments. • 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 periodic Demographic Survey demonstrates a shift towards increased equity, diversity, and inclusion.	• 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	• 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.	• 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/parties have invited the OAA to engage/inform on built environment issues in the public interest has increased.

Operational Procedures

Procedure Reference	**OAA Council Meetings – Rules and Procedures**
Issue Date	**November 29, 2023**
Revision Dates	

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 Manual, unless stipulated otherwise with the by-laws or as otherwise approved by OAA Council. The following operational procedures outline the rules and procedures for discussion, debate and motions within Council meetings:

- The maximum time for a Councillor's comments in debate on a motion is two minutes.

- 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 Councillor's intention to speak by raising their hand; and
  b) any Councillor having not spoken to an item/motion shall be given preference on the speakers' list over any Councillor who has already spoken.

- 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. Otherwise all other motions are to be contained within the individual reports to Council, unless a motion for an item that is "*For Discussion*" has yet to be identified.

- 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.

- The meeting will move to a period of informal discussion immediately after a new item has been presented and a main motion on the item is introduced and any questions on the item have been put and answered, ; and

  a) a period of informal discussion is defined as the opportunity to discuss an item with the 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, Council will be asked to vote on the motion

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.

Meeting # 294

O P E N   M E E T I N G   A G E N D A

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 May 21, 2024 Open Council Meeting *(see attached)*	
2 mins	**3.0**	**BUSINESS ARISING FROM THE MINUTES**	
	4.0	**ITEMS FOR REVIEW AND APPROVAL**	
2 mins	4.1	Appointment of Representative to University of Toronto, John H. Daniels Faculty of Architecture, Landscape and Design School Curriculum Committee *(oral)* *It was moved by … and seconded by … that Council approve the appointment of … as OAA representative on the University of Toronto, John H. Daniels Faculty of Architect, Landscape and Design School Curriculum Committee for a three year term, effective September 2024.*	Executive Director
7 mins	4.2	Amendment to OAA Bylaws, Schedule A *(see attached)* *It was moved by... and seconded by...that Council approve the amended OAA Bylaw, Schedule A which reflects a single fee of $750 for non-compliance with the Continuing Education Program, dated June 20, 2024.*	Executive Director
7 mins	4.3	Updated Continuing Education Program Policy *(see attached)* *It was moved by... and seconded by...that Council approve the attached Continuing Education Policy, dated June 20, 2024 and sunset the former associated policies.*	Registrar
7 mins	4.4	SHIFT Theme 2025 *(see attached)* *It was moved by McKendrick and seconded by Mintz that Council approve the SHIFT2025 Challenge theme as "Reshaping Communities."*	VP McKendrick
	5.0	**ITEMS FOR DISCUSSION**	
	6.0	**REPORTS**	
	6.1	Report from the President – Activities for the months of May-June *(see attached)*	President
	6.2	Report from the Executive Director *(see attached)*	Executive Director
	6.3	Report from the Registrar *(see attached)*	Registrar
	6.4	Report from the Senior Vice President and Treasurer	SVP & Treasurer
1 min		6.4.a Financial Statements for the 6 months ending May 31, 2024 *(TBD)*	
	6.5	Committee Reports	Committee Chairs
1 min		6.5.a Communications & Public Education Committee – Update *(see attached)*	VP McKendrick
1 min		6.5.b OAA Building Committee – Update *(see attached)*	VP McKendrick
1 min		6.5.c Practice Resource Committee (PRC) – Update *(see attached)*	VP Schuhmann

1 min   6.5.d Policy Advisory Consultation Team (PACT) – Update *(see attached)*   VP Speigel

1 min   6.5.e Interns Committee Report *(see attached)*   Councillor Alkasawat

7.0   ITEMS FOR INFORMATION

7.1   OAA Service Area Semi-Annual Updates

      7.1.a Communications *(see attached)*
      7.1.b Continuing Education *(see attached)*
      7.1.c Finance *(see attached)*
      7.1.d Human Resources *(see attached)*
      7.1.e Information Technology *(see attached)*
      7.1.f Policy and Government Relations *(see attached)*
      7.1.g Practice Advisory Services *(see attached)*

7.2   SSHRC Partnership Quality in Canada's Built Environment – Report on Halifax Convention *(see attached)*   VP Speigel

8.0   OTHER BUSINESS

9.0   DATE OF NEXT MEETING

9.1   The next regular meeting of Council is Thursday, September 19, 2024 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

10.0   ADJOURNMENT

Ontario Association of Architects

Ontario Association of Architects

Meeting #293 Open	**MINUTES**	**May 21, 2024**

The two hundred and ninety third meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Tuesday May 21, 2024 at the Marriott on the Falls Hotel, Salon A, Niagara Falls and virtually via Zoom.

Settimo Vilardi	President
Ted Wilson	Senior Vice President and Treasurer
Lara McKendrick	Vice President
Kristiana Schuhmann	Vice President
Susan Speigel	Vice President
Loloa Alkasawat	Councillor *(virtual)*
J. William Birdsell	Councillor
Jim Butticci	Lieutenant Governor in Council Appointee
Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee
Christina Karney	Councillor
Natasha Krickhan	Councillor
Jenny Lafance	Councillor
Michelle Longlade	Lieutenant Governor in Council Appointee
Elaine Mintz	Lieutenant Governor in Council Appointee
Greg Redden	Councillor
Anna Richter	Councillor
Ted Watson	Councillor
Thomas Yeung	Councillor
Marek Zawadzki	Councillor
Kristi Doyle	Executive Director
Christie Mills	Registrar
Tina Carfa	Executive Assistant, Executive Services
Erik Missio	Manager, Communications *(virtual)*

Regrets:	None	
Guests:	Andrew Davies	Representative for Imagining My Sustainable Community No.9 *(part attendance – virtual)*
	Anna Eisner	Compliance Analyst, Office of the Fairness Commissioner *(virtual)*
	Claire Hepburn	Deputy Registrar *(virtual)*
	Sara Trotta	Manager, Policy and Government Relations *(virtual)*
	Dakota Wares-Tai	Representative for Winterstations *(part attendance – virtual)*

The President called the meeting to order at 11:20 a.m.

The President noted that a land acknowledgement titled *First Nations – Early Beginnings in Niagara,* from the Niagara-on-the-Lake Museum would be shared 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

9738.   The President reported that no new items would be added to the agenda.

It was moved by Longlade and seconded by Fawcett-Smith that the agenda for the May 21, 2024 open meeting be approved as circulated.
-- CARRIED

APPROVAL OF MINUTES

9739.   *Reference Material Reviewed:* Draft minutes of the March 7, 2024 Open Council meeting.

The draft minutes of the March 7, 2024 Open Council meeting were reviewed.

It was moved by Birdsell and seconded by Fawcett-Smith that the minutes of the March 7, 2024 Open Council meeting be approved as circulated.
-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9740.   There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

The President reported that the Continuing Education Policy would be discussed next on the agenda followed by the Sponsorship Request to allow for the representatives of the projects to join the meeting at 12:45 p.m.

9741.   *Reference Materials Reviewed:* Memorandum from Deputy Registrar, Claire Hepburn dated May 9, 2024 re. Continuing Education Policy and attached supporting documentation. **(APPENDIX 'A')**

A member of Council requested some clarification with respect to comparing the redlined policies to the final combined policy. It was suggested that the changes were unclear and recommended moving the discussion to the June meeting and that clarity be given as to what elements of the policy are new, or amended, or deleted.

Hepburn responded that there are eight separate policies that were consolidated, however the intent of the existing was not changed, unless explicity set out in her cover memo. It was suggested that amalgamating into a single policy with all of the redlines might have been very difficult from the readers perspective. Hepburn offered a review all of the changes with Council.

The Council member suggested that for the purpose of full transparency a redlined copy of the individual policies would be useful so that an informed decision can be made. It is particularly important as the issue of administrative suspension is part of the policy and requires special attention.

A member of Council referenced that the learning hours requirements for Licence holders versus Limited Licence Holders appears different in that that Licensed Technologists have less learning hours required per cycle.

Doyle responded that it is consistent with past requirements for Continuing Education under the now paused OAA Technology Program.

Mills clarified that licence holders with terms, conditions and limitations, are distinct from individuals holding a limited licence.

It was moved by Speigel and seconded by Mintz that Council approve the attached Continuing Education Policy, dated May 21, 2024 and sunset the former associated policies
-- WITHDRAWN

Based on the above discussion, it was agreed that the motion that had been put on the table would be withdrawn.

It was agreed that the recommendation regarding the non-compliance fine would be voted on given that end of cycle is approaching.

It was moved by Butticci and seconded by McKendrick that Council approve the proposal to change the non-compliance fine to a consistent $750, and sunset the tiered fee structure.
-- CARRIED

Action: Council directed staff to review the draft policy and report back at the June meeting with further details to clearly redline the changes for clarity into the final consolidated policy.

9742.   *Reference Materials Reviewed:* Memorandum from Deputy Registrar, Claire Hepburn dated May 7, 2024 re. Mandatory Learning Hours for 2024-2026 Reporting Cycle. **(APPENDIX 'B')**

It was suggested by a member of Council that they noted that there has been some animosity toward the mandatory requirement and being forced to take courses based on mandated themes.

A Council member suggested that there is importance in offering leadership in continued learning. It is part of the Strategic Plan and it behooves the OAA to offer leadership.

It was suggested by a member of Council that the mandatory hours be enhanced by offering a greater variety of options/resources to fulfil the requirement.

A Council member suggested that the mandatory portion is minimal with respect to the total ConEd hours. It should not be considered a burden but part of holding a licence and professional development.

A member of Council suggested that members be able to seek out their own education since each professional may have an area of focus and should also control their own professional development.

It was suggested by a Council member that a statement be crafted to suggest that sustainability is being considered less by clients due to costs. Free learning opportunities were offered for the previous cycle and should be considered going forward.

A member of Council suggested that when a client is working with an architect cost is a key factor as to whether sustainability aspect are removed from the design.

A Council member expressed support for one hour per year of a mandatory requirement for learning on Climate Action adding that it may educate the member further and allow them to be able to present sustainable options.

It was suggested by a member of Council that like accessibility laws put in place by the government, so should their be laws to protect our climate.

It was suggested by a member of Council that consideration may wish to be made as to whether the two hour requirement is sufficient.

A member of Council enquired as to whether there is an option to carryover mandatory hours into the next ConEd cycle.

Doyle noted that it is an option to carry forward and would be recorded on the transcript. There would be some revisions required to the transcript programming to allow the transcript to recognize carryover of mandatory hours.

A member of Council suggested that carry forward of climate action hours is not necessary as it is minimal, and each members should obtain new learning in this regard within the cycle timeframe.

It was moved by Speigel and seconded by Mintz that Council continue the mandatory content requirement for the 2024-2026 Continuing Education Cycle and that the required topic area continue to be Climate Action.
-- CARRIED (12 in favour, 4 opposed)

It was moved by Mintz and seconded by Karney that the mandatory Continuing Education required topic for cycle 2024-26 be administered in accordance with the current parameters such that members be required to gain 2 hours of structured learning and that the OAA continue to offer some learning options focussed on this topic area at no cost.
-- CARRIED

Council broke at 12 noon and resumed at 12:30 p.m.

Andrew Davies and Dakota Wares-Tai joined the meeting at 12:30 p.m.

9743.   *Reference Materials Reviewed:* Memorandum from the Communications and Public Education Committe Committee dated May 9, 2024 re. Recommendations for Public Awareness Funding and attached supporting documentation. **(APPENDIX 'C')**

The President welcomed Davies and Wares-Tai to the meeting.

Vice President McKendrick reported that the Imagining My Sustainable Community was an excellent project that fits into the mandate and lens of the Strategic Plan.

Davies noted that there are plans to expand the program to train teachers and volunteer architects to develop and deliver the content, t adding that the program has received funding from another grant program as well.

A Council member expressed support for the program adding that it addresses the OAA's desire to reach school aged children, however is unable to provide on its own.

It was suggested by Davies that Council may wish to consider that the volunteer architects receive ConEd hours for their time as well as the Climate Action training which would go to the mandatory ConEd portion.

A member of Council suggested that the information be shared on the website to bring awareness of the program to the members.

It was moved by McKendrick and seconded by Mintz that Council approve funding for Imagining my Sustainable Community in the amount of $25,000, to be drawn from the 2024 policy contingency budget.
-- CARRIED

A member of Council expressed support for Winterstations which has been in place for over a decade by the Toronto waterfront.

It was suggested by a member of Council that the program aligns with OAA values and supports that it remains open and not only rely on corporate sponsorship.

Wares-Tai noted that the organizers are seeking to evolve the program and create an enhanced relationship with sponsors. Sponsorship is evolving from private sponsors to seeking support from community groups.

A member of Council noted that in some cases, accessibility had been an issue due to the location of some installations on the beach.

Wares-Tai responded that the issue is being addressed on an ongoing basis and the organizers are investigating the option of solid ground treatments and different locations along the beachfront.

It was moved by McKendrick and seconded by Birdsell that Council approve funding for Winter Stations in the amount of $25,000, to be drawn from the 2024 policy contingency budget.
-- CARRIED

The President thanked Davies and Wares-Tai for their attendance and insight.

9744.   *Reference Material Reviewed:* Memorandum from Governance Committee dated May 8, 2024 re. Membership Demographic Survey – Summary Report 2024 for publication and attached supporting documentation. **(APPENDIX 'D')**

The Senior Vice President and Treasurer reported.

It was moved by Wilson and seconded by Longlade that the OAA 2024 Demographic Survey – Summary Report be published on the OAA website.
-- CARRIED

9745.   *Reference Materials Reviewed:* Memorandum from Vice President and Chair of the Policy Advisory Coordination Team (PACT), Susan Speigel dated May 13, 2024 re. Request for Council support to fund an update on the Site Plan Approval study conducted in 2018 and attached supporting documentation. **(APPENDIX 'E')**

Vice President Speigel reported.

A member of Council enquired as to what the planned distribution and communication strategy is for the study.

Speigel responded that PACT is updating the existing report and following with a new study at a date to be determined. Work is underway to solidify the numbers and share with the MPPs to accelerate action.

A Council member enquired as to what the tactical move was for the study, and will it filter down to the municipalities or the group calling the issues.

Trotta responded that the impetus for this work is based on past government bills. The view would be from a provincial level to implement province-wide changes.

Speigel noted that there are meetings that the President and Executive Director hold with the Chief Building Officials and suggested an invite for a Q&A session with that group.

It was suggested by a member of Council that the push to build and have affordable housing is sacrificing quality. Reducing red tape is a good move to push the site plan along. The report should consider the negative impacts in its work.

It was moved by Speigel and seconded by McKendrick that Council approve the proposal from Altus Group to conduct a study that quantifies the impact of province-wide site plan delays and that analyzes the economic impact of the architecture industry in Ontario; and, that the upset cost of $36,000 be funded from the 2024 Council policy contingency.
-- CARRIED

ITEMS FOR DISCUSSION

9746.   There were no items for discussion.

EXECUTIVE COMMITTEE REPORTS

9747.   *Reference Material Reviewed:* President's Activities for the months of March-May **(APPENDIX 'F')**

The report was noted for information.

9748.   *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated May 12, 2024 re. Executive Director Report to Council. **(APPENDIX 'G')**
A member of Council noted interest in the report on Procurement Day and the R vs Sudbury court case. It was suggested that the case be shared with the members.

Doyle responded that there has been some communication going out and the case will be posted on the CDAO website and will be shared with Council. The largest impact in the case was on the owner's position that the contractors were responsible for the site.

The Council member enquired as to whether past information on the relationship with ARIDO in 2017 would be shared with members.

Doyle responded that the information is on the website, adding that once discussions recommence, the history will be shared with Council.

The report was noted for information.

9749.   *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills re. Office of the Registrar Statistical Report to Council for the period February 22 to May 6, 2024. **(APPENDIX 'H')**

The report was noted for information.

9750.   *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Ted Wilson dated May 10, 2024 re. Unaudited Financial Statements for the Three Months Ending February 29, 2024 and attached supporting documentation. **(APPENDIX 'I')**

The President reported that updated financial statements for the first Quarter were redistributed.

Doyle noted that within the Balance Sheet some calculations were incorrect resulting in a doubling of the totals which has now been corrected.

The Senior Vice President and Treasurer noted that funds for the Presidents' Wall have been drawn down from policy contingency. Preliminary Conference numbers were also reported, however a full Conference debrief from a financial perspective will be provided at a later date.

Doyle indicated that there is a need to look ahead at what Conference will look like in future and if programming changes might be required to reduce costs.

The report was noted for information.

9751.   *Reference Material Reviewed:* Memorandum from the Governance Committee dated May 8, 2024 re. Update from OAA Governance Committee. **(APPENDIX 'J')**

The report was noted for information.

9752.   *Reference Material Reviewed:* Memorandum from Vice President, Susan Speigel dated May 13, 2024 re. Update on the Policy Advisory Coordination Team's (PACT) work. **(APPENDIX 'K')**

The report was noted for information.

9753.   *Reference Material Reviewed:* Memorandum from Communications and Public Education Committee (CPEC) dated May 6, 2024 re. Committee Updates. **(APPENDIX 'L')**

The report was noted for information.

9754.   *Reference Material Reviewed:* Memorandum from OAA Building Committee dated May 9, 2024 re. Update from Building Committee. **(APPENDIX 'M')**

Vice President McKendrick reported that 19 complete submissions for the OAA Landscape Design Competition were received. Those who submitted will remain anonymous until after the jury deliberates on June 6. All submissions have been confirmed as meeting the budget requirements.

The report was noted for information.

9755.   *Reference Material Reviewed:* Memorandum from Practice Resource Committee (PRC) dated May 9, 2024 re. Committee Updates. **(APPENDIX 'N')**

The report was noted for information.

9756.   *Reference Material Reviewed:* Memorandum from the Interns Committee dated May 13, 2024 re. Committee Updates. **(APPENDIX 'O')**

The report was noted for information.

ITEMS FOR INFORMATION

9757.   *Reference Material Reviewed:* Regulatory Organizations of Architecture Canada (ROAC) Semi-annual Board of Directors Agenda – May 2-3, 2024. **(APPENDIX 'P')**

A Council member requested an update on the status of the National Architecture Policy.

The President responded that ROAC will be undertaking a Strategic Planning exercise, adding that the Policy will form part of the discussion during that exercise.

The report was noted for information.

9758.   *Reference Material Reviewed:* Design Industry Advisory Committee (DIAC) Annual Update 2023. **(APPENDIX 'Q')**

The report was noted for information.

9759.   *Reference Material Reviewed:* SSHRC Quality in Canada's Built Environment – Agenda for Convention, May 1-3, 2024. **(APPENDIX 'R')**

It was reported by Vice President Speigel noted that there has been some discussion as to if the SSHRC study will be rolled into the ROAC umbrella. A more detailed report on the Convention will be shared with Council at its June meeting.

The agenda was noted for information.

OTHER BUSINESS

9760.   There was no other business.

DATE OF NEXT MEETING

9761. The next regular meeting of Council is Thursday June 20, 2024 at 9:30 a.m. at the OAA Headquarters, Toronto, Ontario.

ADJOURNMENT

9762. **It was moved by Mintz and seconded by Longlade that the meeting be adjourned at 1:33 p.m.**
-- CARRIED UNANIMOUSLY

_____   _____
President   Date

Memorandum

To: **Council**

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Speigel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 4.2

From: Kristi Doyle, Executive Director

Date: June 5, 2024

Subject: Amendment to OAA Bylaws, Schedule A

Objective: To approve an amendment to Schedule A to the OAA Bylaws regarding fines for non-compliance with the requirements of the Continuing Education Program.

Background

Continuing Education ("ConEd") is undergoing efforts to modernize the non-compliance aspect of its Program as approved by Council in its September 23, 2023 meeting. An amalgamated and redlined ConEd policy for Council's consideration is reported on elsewhere in the agenda.

At its May 21, 2024 meeting, Council reviewed and approved a recommendation to amend the current tiered ConEd non-compliance fine at $500 for the first non-compliance and $1000 thereafter with a single fine of $750. Below is the motion from that meeting:

It was moved by Butticci and seconded by McKendrick that Council approve the proposal to change the non-compliance fine to a consistent $750, and sunset the tiered fee structure.
-- CARRIED

The non-compliance fines are reflected in the OAA Bylaws, Schedule A and are required to be amended to reflect the new fine amount. Bylaws changes are approved by Council and subject to ratification of the membership at the next annual general meeting of members. The term 'fine' has also been amended to 'fee' which is consistent with the wording in the Continuing Education Policy, also before Council for approval this meeting. Attached is a redlined version of Schedule A for reference.

Action

Ontario Association of Architects

Council is asked to consider the following motion:

It was moved by... and seconded by...that Council approve the amended OAA Bylaw, Schedule A which reflects a single fee of $750 for non-compliance with the Continuing Education Program, dated June 20, 2024.

Attachments

OAA Bylaws, Schedule A - redlined

Ontario Association
of Architects

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

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

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 – ¾ of the membership fee, minus the annual leave fee

April 1 until June 30 – ½ of the membership fee, minus the annual leave fee

July 1 until September 30 – ¼ 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~~ Fee for Non-compliance with Continuing Education Requirements

~~Fine~~ Fee for ~~first-time~~ non-compliance in a Cycle	$ 7~~5~~0.00
~~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

Made by the Council of the Ontario Association of Architects on the ~~1st~~ 20th _ day of ~~December~~June, 202~~3~~4.

Memorandum

To: **Council**

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Speigel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 4.3

From: Claire Hepburn, Deputy Registrar and Christie Mills, Registrar

Date: June 4, 2024

Subject: New Consolidated Continuing Education Policy

Objective: To approve the issuance of a new updated Council Policy regarding the OAA's Continuing Education Program.

Background

Continuing Education ("ConEd") is defined as the maintenance and enhancement of an OAA member's professional knowledge, skills, attitudes, and professionalism throughout the individual's career. It is a proactive tool that ensures members maintain ongoing competency and it is an essential component of the commitment they make to the public to practise architecture or provide services competently and ethically. The OAA has an important role to play in supporting the efforts of its members to maintain and enhance that competence. Specifically, as set out at section 2(3)1. of the *Architects Act* (the Act), the OAA must maintain standards of knowledge and skill among its members for the purpose of carrying out its principal object of serving and protecting the public interest.

Council will recall their approval of the modernization proposal for the handling of Continuing Education Program non-compliance from the September 21, 2023, Council meeting. Arising from this resolution, amendments to the *Architects Act* and regulations are being finalized with the Ministry of the Attorney General (MAG). Additionally, as per the Council action item, review of all ConEd policies was undertaken to ensure harmonization and consistent administration.

The purpose of this memo is to seek Council approval for an updated, consolidated Continuing Education Policy. This memo also proposes, for Council's consideration, a change to the proof of attendance record keeping process.

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of Architects

As a result of the pending regulatory changes and review of existing OAA documents, several existing Council and administrative policies require updates. There are currently seven separate policies that address the OAA's ConEd program. They include:

1. Continuing Education Non-Compliance Procedure

2. Continuing Education Requirements for New Members, Re-application, Re-instated Members and Members Under Suspension

3. Continuing Education – Fines for Non-Compliance

4. Continuing Education Collection of Payments

5. Continuing Education Program – Prorated Maximum Hours

6. Continuing Education Program – Retroactive hours

7. Continuing Education Program Compliance Audit Policy

In an effort to streamline existing processes and increase transparency and consistency in how the ConEd program is administered, the proposed Continuing Education Policy (Policy) has been drafted for Council's consideration and approval (Appendix 1). The Policy combines the above-mentioned existing policies into one concise document. The existing policies have been redlined and attached (Appendix 2).

The Policy, if approved, would create a consolidated ConEd document and reflect the modernized administration of non-compliance as approved by Council in 2023.

The policy does propose a change for Council to consider as it relates to the ConEd proof of attendance requirements for members. Details of this proposed change, general description any revisions to existing policies, and new content is outlined below.

Proof of Attendance

It is being proposed for Council's consideration that, beginning in the 2024-26 reporting cycle, members would no longer be required to upload proof of completion documents for Structured Learning Hours for activities offered outside the OAA.

This document upload process has been a source of frustration expressed by members for some time. The OAA uploads all ConEd hours for OAA-administered events and can continue to do so. Members will still be required to report the hours and the title of the learning activity; however, they will only be required to keep documents substantiating the member's proof of attendance at Structured Learning Hours for six months after the end of the reporting cycle in which they were reported. This six-month retention timeframe is in consideration of the OAA Audit process.

During the reporting cycle and up to six months thereafter, the Association may require a member to provide documents about the member's completion of the learning hours. As always, the onus will lie with each member to maintain their records of the ConEd cycle activities.

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Adopting a policy which streamlines the administration of the ConEd program is proportionate to the risk to the public. Reporting and monitoring will continue to be thorough and consistent with regulatory best practices, while allowing OAA resources to target the core regulatory function of ensuring and enhancing ongoing member competency.

Summary of Revisions to Existing ConEd Policies

1. ConEd Non-Compliance Procedures Policy

This policy largely becomes redundant because the pending regulations will enumerate the new non-compliance procedures.

In accordance with the proposed amendment to section 54 of the Regulations, the Policy describes the circumstances under which a member would become administratively suspended. The applicability of these procedures will depend on the enactment date of the regulation amendments.

As per the existing Council Policy: *Continuing Education Non-Compliance Procedure*, a member may seek relief or reduction of Learning Hours that the member is required to complete*.* This provision and associated procedures are carried forward in the new Policy.

2. Policy for Requirements for New Members, Re-applications, Reinstatements and Members Under Suspension

The content of this policy remains largely unchanged except for housekeeping edits and consideration of the pending regulations for limited licence.

3. Non-Compliance Fee Policy

The content of this policy remains largely unchanged except that the recently approved $750 late fee has been incorporated.

4. Collection of Payments Policy

The content of this policy remains largely unchanged except for housekeeping edits.

5. Prorated Maximum Hours Policy

The content of this policy remains largely unchanged except for housekeeping edits and consideration of the pending regulations for limited licence.

6. Retroactive Reporting Policy

The content of this policy remains largely unchanged except for housekeeping edits and consideration of the pending regulations for limited licence.

7. Audit Policy

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Content of the Continuing Education Program Compliance Audit Policy, issued February 26, 2008, remains principally consistent except for the delegation of audits to the former ConEd Committee and the provision of a time frame for audits. The ConEd Committee has since sunset and the proposed Policy, shifts the task of conducting audits to OAA staff in the Office of the Registrar. A six-month time frame for audits (proof of attendance) following a cycle provides members with clarity regarding the process and record keeping requirements.

Automated auditing reports would be built into iMIS to ensure randomized selection. Audit numbers would be included in the Activities under the Registrar report to ensure transparency and oversight of this process.

Summary of New Information Included in the Policy

1. Included in the Policy is a section dedicated to definitions. The definitions have been collected from existing sources such as:

    a. OAA webpage titled Learning Activities Eligibility Criteria;

    b. The *Architects Act* and the regulations;

    c. the ConEd's FAQs;

    d. proposed amendments related to limited licence; and

    e. OAA webpages Structured Learning and Unstructured Learning.

2. Included in the policy is information about "Primary Jurisdiction" reporting which are the requirements related to ConEd Equivalency for members licensed in more than one Canadian jurisdiction. This content is pulled from the OAA's Continuing Education Equivalency webpage.

3. Some content from the existing policies has been expressed more succinctly for efficacy or general housekeeping edits.

Public Interest Rationale

Creating one single policy (rather than 7) enhances transparency, making information more accessible, clear, and user friendly. With rules and standards aligned in one policy, there will be greater consistency and fairness in their application.

Action

It was moved by... and seconded by...that Council approve the attached Continuing Education Policy, dated June 20, 2024 and sunset the former associated policies.

Attachments

1. Continuing Education Policy
2. Continuing Education Non-Compliance Procedure (Redlined)

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Continuing Education Requirements for New Members, Re-application, Re-instated Members and Members Under Suspension (Redlined)

Continuing Education – Fines for Non-Compliance (Redlined)

Continuing Education Collection of Payments (Redlined)

Continuing Education Program – Prorated Maximum Hours (Redlined)

Continuing Education Program – Retroactive hours (Redlined)

Continuing Education Program Compliance Audit Policy (Redlined)

Ontario Association of Architects

Council Policy

Policy Name	**Continuing Education Policy**
Issue Date	**June 20, 2024**
Revision Dates	**N/A**

Part 1: Definitions

"Act" means the Architects Act, R.S.O. 1990, c. A.26

"Association" means the Ontario Association of Architects

"Continuing Education Competency Framework" means all professional, ethical, and substantive tools and resources to maintain and develop OAA members' competence and ethical practice, as it relates to the business or practice of architecture, and includes, without limitation:

a) All competencies required for entry into the profession;

b) Professional and technical knowledge and skills;

c) Leadership and client management skills;

d) Risk management;

e) Administrative, legal, and regulatory knowledge;

f) Professional and ethical conduct;

g) Equity and social justice issues as they relate to the profession and the built environment;

h) Ontario Building Code and National Building Code of Canada;

i) Heritage and restoration;

j) Climate action and sustainability.

"Continuing Education Program" means the program for continuing education of members established by Council.

"Council" means the Council of the Association

"Education Providers" includes any other professional associations, architectural societies, architectural advocacy groups, educational institutions, architectural firms, or commercial organizations that offer learning activities that accord with the Competency Framework.

"Learning hours" means hours approved by Council for continuing education and shall be reported in accordance with sections 3.9 to 3.14 of this Policy.

"Licence holder" means a person who has been granted a licence to engage in the practice of architecture issued under the Act.

"Limited licence holder" means a person who has been granted a limited licence to engage in the practice of architecture

under the Act.

"Member" means a Licence holder, Limited licence holder, or Licence holder who holds non-practising status.

"Non-compliant" means failure to meet the Continuing Education Program requirements by the Reporting Cycle deadline.

"Reporting Cycle" means the period of time designated by the Association in which Learning hours must be completed and recorded in the manner established in this Policy.

"Regulations" means the regulations made under Architects Act, R.S.O. 1990, c. A.26

"Structured learning hours" includes activities that are organized educational sessions offered by Education Providers, are a minimum one hour in length, include a live question and answer period and/or assessment, and are supported by evidence of participation at the time the Learning hours are acquired. Activities must constitute the following educational categories: in-person learning, distance education, and teaching.

"Unstructured learning hours" encompasses all learning activities that an OAA member may perform in a professional capacity or other activities that accord with the Competency Framework.

Part 2: Background

2.1 This Policy establishes the rules and procedures for completion of and compliance with the Continuing Education Program and should be read in tandem with the Act and the Regulations. If there is a conflict between the Policy and the provisions of the Act or Regulations, the provisions of the Act and Regulations prevail.

2.2 This Policy shall replace the following OAA Council policies:

    a. Continuing Education Non-Compliance Procedure

    b. Continuing Education Requirements for New Members, Re-application, Re-instated Members and Members Under Suspension

    c. Continuing Education – Fines for Non-Compliance

2.3 This Policy shall replace the following administrative policies:

    a. Continuing Education Collection of Payments

    b. Continuing Education Program – Prorated Maximum Hours

    c. Continuing Education Program – Retroactive hours

    d. Continuing Education Program Compliance Audit Policy

Part 3: Continuing Education Requirements

Learning hours

3.1 Licence holders must complete 70 Learning hours every Reporting Cycle that shall include:

    a. at least 25 Structured Learning hours;

    b. the remaining may be Unstructured Learning hours;

    c. such further and other learning that Council shall require.

3.2 Limited Licence holders must complete 35 Learning hours every Reporting Cycle that shall include:

    a. At least 12 hours of structured Learning hours;

    b. The remaining may be unstructured Learning hours;

    c. such further and other learning that Council shall require.

3.3 Those who hold the status of non-practising member must complete 35 learning hours every Reporting Cycle all of which may be Unstructured.

Carry-Over

3.4 A licence holder may carry over up to 10 Structured Learning hours and up to 20 Unstructured Learning hours to the next Reporting Cycle. Learning hours may not be carried over more than one Reporting Cycle.

3.5 A limited licence holder may carry over up to 5 Structured Learning hours and up to 10 Unstructured Learning hours to the next Reporting Cycle. Learning hours may not be carried over more than one Reporting Cycle.

Status Changes

3.6 If a member changes to non-practising status at any point during the Reporting Cycle, the member's required Learning hours will be those set out in section 3.3.

New Members

3.7 If a member joins the Association within the first six months of a Reporting Cycle, the member will be required to complete 100% of the Learning hours set out in section 3.1, 3.2, or 3.3 as applicable.

3.8 If a member joins the Association between six to eighteen months of the Reporting Cycle, the member will be required to complete 50% of the Learning hours set out in section 3.1, 3.2 or 3.3, as applicable.

3.9 If a member joins the Association within the final six months of the Reporting Cycle, the member will not be required to complete any of the Learning hours set out in section 3.1 3.2 or 3.3, as applicable.

3.10 New members can report to their transcript Continuing Education Learning hours completed one year prior to date of licensure provided that such learning activities meet all Continuing Education criteria.

Form, Format and Manner of Reporting

3.11 Members shall record learning hours in the manner established in this Policy and as further detailed by the Association.

> 3.11.1 The Association shall record Learning hours for all webinars, conference sessions, Council meetings, and Committee meetings administered by the Association, but only if the member attends at least 80% of the learning activity.

3.12 For learning activities not administered by the Association, members shall keep all documents substantiating the member's proof of attendance at Structured Learning hours reported to the Association for six months after the end of the Reporting Cycle in which they were reported. Proof of attendance need only be submitted to the Association in accordance with paragraphs 3.13 to 3.15 of this Policy.

3.13 Acceptable proof of attendance includes a certificate, a diploma, a letter of attendance from the provider, and/or an email attendance confirmation and such proof must include: the presentation title, total time, and date of completion; attendee's name; and provider's name and email address.

3.14 Members shall keep a record of Unstructured Learning hours, which shall include a description, the length, and date of the learning activity for six months after the end of the Reporting Cycle in which they were reported.

<u>Requirement to Provide Information</u>

3.15 During the Reporting Cycle and up to six months thereafter, the Association may require a member to provide documents about the member's completion of their Structured Learning hours. Every two years (each Reporting Cycle) using an automated random selection process, 1% – 3% of OAA members' ConEd transcripts are audited and reviewed for factual ConEd compliance.

3.16 The Association shall notify the member in writing of the requirement to provide information under section 3.15 and shall send the member a detailed list of the information to be provided and shall specify a time period of no fewer than ten business days after the notice was sent.

3.17 On request of the member, the Association may, but shall not be required to, extend the time within which the member is required to provide the information.

<u>Prorated Maximum Hours</u>

3.18 The maximum hours per learning category that can be reported each Reporting Cycle vary for each OAA member type and status. If a member's status changes to On Leave or non-practicing (or both), the maximum hours per learning category will change; refer to the table in Appendix A to this policy.

Part 4: Jurisdiction Declaration

4.1 Members who are licenced in more than one Canadian jurisdiction with an equivalency agreement in place with the Association, may elect, using the prescribed form, to designate an applicable jurisdiction in which to report their Learning hours.

4.2 Members must submit the prescribed form to the Association, designating one primary reporting jurisdiction, upon application for licence in another Canadian jurisdiction.

Part 5: Non-Compliance Procedure

5.1 Non-compliance with the OAA's Mandatory Continuing Education Program (ConEd) is a serious matter. Members shall be deemed non-compliant when their transcript fails to reflect completion of the required number of Learning hours as required under Part 3 of this Policy, by 5:00 p.m. ET of the last day of the Reporting Cycle.

    5.1.1. Members who have elected to report their Learning hours to another Canadian jurisdiction with equivalency in place with the Association, shall be deemed non-compliant if and when the Association receives notice that the member is non-compliant in the primary reporting jurisdiction.

5.2 The process to administer non-compliance with the OAA's mandatory Continuing Education Program is a time-consuming and costly process. All members who have been deemed non-compliant shall be required to pay a ConEd fee of $750.

5.3 On application of a member using the prescribed form, the Association may, for the previous Reporting Cycle:

    5.3.1 exempt the member from the Requirement under section 3.1., 3.2, or 3.3,

    5.3.2 reduce the number of Learning hours that the member is required to complete under section 3.1., 3.2, or 3.3, and/or

    5.3.3 waive or reduce the non-compliance fee[1].

5.4 When considering an application under section 5.3, the Association shall have regard to the Association's duty to accommodate in accordance with the Human Rights Code., R.S.O. 1990, c. H.19.

5.5 When refusing an application under section 5.3, the Association shall not be required to provide reasons for refusal and the decision shall be final, with no right of appeal.

5.6 Unless a member has been granted an exemption of any outstanding Learning hours under this policy, a member shall have 90 days after the end of the Reporting Cycle to complete the Learning hours, failing which the Registrar may administratively suspend the member's licence or limited licence, pursuant to section 54 of the Regulations.

> 5.6.1 A member whose licence is administratively suspended must comply with all of the provisions of the Act and its Regulations which deal with suspensions.

5.7 The Registrar shall provide the member with at least 10 days' notice prior to issuing the administrative suspension, and the notice shall include the number and type of Learning hours the member is required to complete.

5.8 An administrative suspension will be administered in accordance with section 54 of the Regulations.

5.9 Nothing in this policy shall prevent the Registrar from cancelling a licence, limited licence, certificate of practice or temporary licence, in accordance with section 28(3) of the Act.

Part 6: Re-applications, Reinstatements and Members Under Suspension

6.1 In order to be eligible for reapplication or reinstatement, the individual must first complete and record any outstanding continuing education requirements for the last Reporting Cycle in which they were a member, as well as any outstanding requirements from a previous Continuing Education Reporting Cycle.

   i.   If the individual left a cycle between **July 1 and December 31** (the first six months of a Reporting Cycle), they are not required to complete any requirements for that cycle prior to being eligible for reapplication or reinstatement.

   ii.   If the individual left a cycle between **January 1 and December 31** (the middle 12 months of a 24-month Reporting Cycle) they must complete and record half of the Learning hours set out in section 3.1, 3.2, or 3.3 (as applicable) for that cycle prior to being eligible for reapplication or reinstatement.

   iii. If the individual left a cycle between **January 1 and June 30** (the final six months of a 24-month Reporting Cycle), they must complete and record all the Learning hours set out in section 3.1, 3.2, or 3.3 (as applicable) for that cycle before being eligible for reapplication or reinstatement.

6.2 Once the individual has completed and recorded the outstanding cycle requirements, and reapplication or reinstatement has been approved, the member will be subject to the continuing education requirements for that Reporting Cycle as set out in section 3.7, 3.8, or 3.9 (New Members) of this Policy as applicable.

6.3 Notwithstanding the above, any member who has been granted leave or surrendered their licence, limited licence or whose status has been cancelled, and then applies for reapplication or reinstatement within the same Reporting Cycle will be subject to the requirements as set out in section 3.7, 3.8, or 3.9 (New Members) of this Policy as applicable.

6.4 Prior to reinstatement, the member shall be required to demonstrate that they have completed all Learning hours for the previous cycle and paid all outstanding fines and fees, in accordance with Schedule A of the Association's Bylaws.

6.5 If an individual has not been a member for more than three years and is applying for licence or limited licence and does not have any outstanding disciplinary condition, they will be subject to the same continuing education requirements as a new member. Any incomplete Learning hours prior to the three-year period will not be carried forward. Council may, however, when considering an exemption request from a former member, direct the applicant to undertake specific activities under the OAA's Continuing Education Program to ensure that the individual is current in the practice of architecture.

6.6 Any individual whose licence or limited licence is suspended will be subject to the full Continuing Education requirements for the Reporting Cycle(s) in which the suspension is in effect.

6.7 If a member takes non-practising status at any time in the Reporting Cycle, the full 35 hours of learning is required.

Part 7: Collection of Payments

7.1 The collection of fees/payments as it relates to Continuing Education activities offered directly by the OAA is administered by OAA staff.

7.2 Three days prior to each scheduled event ConEd staff will send a reminder to all registrants who have not paid indicating that payment is due immediately and in advance of the session.

7.3 After a session is complete, ConEd staff reconciles attendance, registration and payment lists to identify any inconsistencies. ConEd staff will provide the reconciliation list to finance staff and provide the following instructions based on the list as marked:

   i.   Where a member has registered for the session, paid in full, and attended the session, no action is required.

   ii. Where a member has registered for the session, paid in full, and did not attend the session, no further action is required unless the member requests a refund. In that case, a full refund may be granted provided the member can substantiate incapacity to attend the session. The decision to grant the refund will be based medical and/or other exceptional circumstances that prevented the individual from attending. Workload and/or other last-minute scheduling conflicts are not considered exceptional circumstances. The OAA Office of the Registrar will advise finance staff whether to process the refund.

   iii. Where a member has registered for the session, did not pay, however did attend the session, the outstanding payment will be collected by finance staff as per established procedures.

   iv. Where a member did not register for the session, however, did attend the session and signed in accordingly, the outstanding payment is to be collected by finance staff as per established procedures.

7.4 In the event that a member does not pay an outstanding invoice for Continuing Education, that member will not be permitted to register for future events until the outstanding debt is paid.

7.5 Only cancellations that are submitted in writing (i.e. email) will be considered.

   i.   A full refund will be provided if the cancellation is made up to 48 hours prior to the ConEd session.

   ii. Cancellation requests received less than 48 hours prior to the event will not be considered, unless the individual can substantiate exceptional circumstances that prevented him/her from attending.

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[1]*A request for a waiver, reduction, or deferral of the ConEd non-compliance fee under this policy is available, if the following criteria are met:*

   a. *Within ninety (90) days of the date the fee was issued, the recipient of the fee must send a written request to the Registrar which includes:*
       1. *The amount of the fee they are requesting be waived, reduced or deferred.*
       2. *The reason for the request.*
   b. *The reasons for the Request must accord with the OAA's duty to accommodate under the Human Rights Code.*
   c. *The Registrar shall make all decisions related to the Request and the decision of the Registrar is final.*
   d. *A written decision on a Request that is properly submitted in accordance with this Policy shall be provided within 45 days of the Request being received by the OAA. Reasons for the decision will only be provided when the request has been denied entirely and when the recipient of the fee submits a written request for reasons.*
   Relief under this policy may be granted a maximum of three times within a ten-year period.

Council Policy

Policy Name	**Continuing Education Policy – Appendix A**
Issue Date	**August 11, 2015**
Revision Dates	**June 20, 2024**

Continuing Education Program prorated maximum hours for members.

The maximum hours per cycle that can be reported vary for each OAA member type and status. If a member's status changes to On Leave or non-practicing (or both), the maximum hours reported per learning category will change as per the table below.

Total Structured Hours Req'd = 25 hours *Structured Carry Over Max = 10 hours* *Total Unstructured Hours Req'd = 45 hours* *Unstructured Carry Over Max = 20 hours*	**Licence Status**			
	Architect	**Architect** On Leave	**Architect** Non-practising	**Architect** Non-practising, On Leave
Max Presentation (S)	25	13	13	7
Max Committee (U)	25	13	13	7
Max Council (U)	30	15	15	8
Max Discussions (U)	25	13	13	7
Max Mentor (U)	10	5	5	3
Max Presentations (U)	25	13	13	7
Max Reading (U)	15	8	8	4
Max Research (U)	45	23	23	12
Max Tour (U)	15	8	8	4
Max Writing (U)	25	13	13	7

Total Structured Hours Req'd = 12 hours *Structured Carry Over Max = 5 hours* *Total Unstructured Hours Req'd = 23 hours* *Unstructured Carry Over Max = 10 hours*	**Limited Licence Status**			
	Licensed Technologist	**Licensed Technologist** On Leave	**Licensed Technologist** Non-practising	**Licensed Technologist** Non-practising, On Leave
Max Presentation (S)	13	7	7	4
Max Committee (U)	13	7	7	4
Max Council (U)	15	8	8	4
Max Discussions (U)	13	7	7	4
Max Mentor (U)	5	3	3	3
Max Presentations (U)	13	7	7	4
Max Reading (U)	8	4	4	4
Max Research (U)	23	12	12	6
Max Tour (U)	8	4	4	4
Max Writing (U)	13	7	7	4

Council Policy

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

Background

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

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

Process

The following process shall be followed:

1. Once the End of Cycle has passed, or shortly thereafter, the OOTR shall perform a preliminary review of all members who have been non-compliant with the ConEd requirements, having regard to:

    a. The number of times the member has been non-compliant in previous cycles;
    b. Whether the member has substantially complied with the ConEd requirements within three months after the deadline;
    c. Whether the member surrendered their licence, has taken Retired status, or is otherwise no longer entitled to practice architecture; and/or

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[1] Section 54

    1)   The Council shall establish a program of continuing education for members. O. Reg. 287/99, s. 12.

    2)   The program shall include continuing education activities that may be offered by the Council or by other persons, consisting of courses of study, seminars, workshops, self-directed learning and professional activities approved by the Council. O. Reg. 287/99, s. 12.

    3)   In each two year period determined by the Council for the purpose of this section, a member of the Association shall spend 70 hours in continuing education activities approved by the Council. O. Reg. 287/99, s. 12.

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

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

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

d. Whether the member has identified extenuating circumstances.[2]

2.1. The OOTR may proceed as follows:

  a. Dismiss the matter;
  b. Issue a written administrative caution from the OOTR, which shall remain on their membership record (not published publically);[3]
  c. Issue an administrative undertaking, which shall remain on their membership record (not published publically);[4]
  d. Refer the matter to the Complaints Committee.

3. Only members who are actively entitled to practise architecture will be referred to the Complaints Committee. All non-active members will be required to comply with the administrative and regulatory requirements should they wish to reactivate their status.

4. Referral to the Complaints Committee shall be made when:

  a. The member is actively entitled to practise architecture;
  b. The member continues to be substantially non-compliant three months after the prescribed deadline of the preceding Continuing Education cycle and/or the member has been non-compliant for three or more cycles; and
  c. The OOTR has not resolved the matter on the basis of extenuating circumstances.

5. The Complaints Committee has the discretion to review any written submissions provided by the member, as it relates to extenuating circumstances, and may issue the following dispositions, in accordance with section 30(1) of the Architects Act:

  a. Dismissal
  b. Referral to Discipline

6. For matters referred to the Discipline Committee, the disposition of the matter shall be determined in accordance with the penalty matrix set out in Appendix A which includes:

  a. Dismissal
  b. Recorded in the OAA Register and publication in an official publication of the Association including the member's name
  c. Costs
  d. Suspension

7. The Discipline Committee shall follow the procedures set out in the OAA Discipline Committee Manual for Written Hearings.

8. Nothing in this policy shall fetter the Registrar's discretion to make decisions related to fines for non-compliance, pursuant to the Council Policy "Continuing Education – Fines for Non-Compliance".

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

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

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

Appendix A: Penalty Matrix

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

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

The Discipline Committee may dismiss a complaint if:

- The number of times the member has been non-compliant in previous cycles is fewer than two cycles;

- If the member has complied with the ConEd requirements at the time of the hearing or, if the member has not complied, the ability of the member to demonstrate ongoing competence through other means; and

- Extenuating circumstances that are supported by evidence that demonstrates how these circumstances impacted the member's ability to meet the ConEd Requirements.

Step two: Dispositions when not dismissed

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

Commented [CM3]: The Discipline Committee will no longer have to consider non-compliance matters once the new regulations are in place.

Appendix B (excerpt from The OAA Discipline Committee Manual)

Written Hearings Rules for the Continuing Education Program Non-Compliance

1. Where the Council by resolution has directed that the Discipline Committee hold a hearing under Section 33(5) of the *Architects Act* to determine allegations of professional misconduct on the part of a member or where the Complaints Committee has referred in whole or in part the subject matter of a written complaint filed with the Registrar to the Discipline Committee with respect to a member's failure to comply with the mandatory program of continuing education of members as prescribed by Section 54 of the Regulation under the *Architects Act*, the hearing shall be conducted as a written hearing, unless the Association or the member satisfies the Tribunal that there is good reason for not holding a written hearing.

2. At least forty-five (45) days prior to the date of the hearing, the Association shall serve on the member all documents that will be submitted to the Tribunal for the purpose of the written hearing.

3. At least thirty (30) days prior to the date of the hearing, the member who is the subject of the proceeding shall serve on the Association all documents that will be submitted to the Tribunal for the purpose of the written hearing.

4. At least twenty (20) days prior to the date of the hearing, the Association shall deliver to the member who is the subject of the proceedings its written submissions to the Tribunal.

5. At least ten (10) days prior to the date of the hearing, the member shall deliver to the Association his or her written submissions to the Tribunal.

6. At least five (5) days prior to the date of the hearing, the Association shall deliver to the member its reply, if any, to the written submissions of the member.

7. Following the service of the documents and delivery of the written submissions, the documents and written submissions shall be filed with the Tribunal.

8. Notwithstanding Rule 7, where a member fails to comply with Rules 3 or 5, the Association shall, following compliance with Rules 2 and 4 file its documents and submissions and such documents and submissions, if any, that have been received from and delivered by the member with the Tribunal.

9. Where a member does not comply with Rules 3 or 5, the Tribunal may proceed with the written hearing on the basis of the Association's documents and submission and without either the member's documents or submission.

10. The documents referred to in Rules 2 and 3 shall include all written or documentary evidence that will be adduced by the party for the purpose of the written hearing including witness statements and reports of expert witnesses.

11. The report of an expert witness shall set out the expert's name, address, qualification and the expert's evidence.

12.1. No medical evidence will be accepted at the written hearing unless it is corroborated by a report signed by a practitioner as defined in Section 52(1) of the *Evidence Act*, R.S.O. 1990, c. E.23 and the report is in compliance with Rule 11.

Ontario Association of Architects

Council Policy

Policy Name	**Continuing Education Requirements for New Members, Re-application, Re-instated Members and Members Under Suspension**
Issue Date	**November 6, 2007**
Revision Dates	**May 28, 2014** **February 19, 2016**

Architects OAA members in the province of Ontario are required to undertake and record 70 hours of continuing education activities in a 24-month cycle (two-year cycle as defined by the Council).

A. Continuing Education Requirements for New Members

If an individual joins the OAA between **July 1 and December 31** (the first six months of a 24-month cycle, referred to as Segment I), the member must complete the entire cycle requirements (refer to Table A).

If an individual joins the OAA between **January 1 and December 31** (the middle 12 months of a 24-month cycle, referred to as Segment II), the member must complete half of the cycle requirements (refer to Table A).

If an individual joins the OAA between **January 1 and June 30** (the final six months of a 24 month cycle, referred to as Segment III), the member will not be required to accumulate any Continuing Education hours for that cycle. They will be subject to the full cycle requirements on **July 1**, at the start of a new cycle (refer to Table A).

TABLE A

	Segment I **July 1 – December 31**	**Segment II** **January 1 – December 31**	**Segment III** **January 1 – June 30**
Architect	Attend and record 70 hours of learning (minimum of 25 hours of structured learning)	Attend and record 35 hours of learning (minimum of 12 hours of structured learning)	none

Commented [CM1]: The new consolidated policy does not propose any substantive changes to these policy requirements.

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Licensed Technologist ~~OAA~~	Attend and record 35 hours of learning (minimum of 12 hours of structured learning)	Attend and record 17 hours of learning (minimum of 6 hours of structured learning)	None

B. Continuing Education Requirements. Reapplication or Reinstatement for Membership

In order to be eligible for reapplication or reinstatement, the individual must first complete and record any outstanding continuing education requirements for the last Continuing Education Cycle in which they were a member (refer to Table B to determine outstanding hour requirements), as well as any outstanding requirements from a previous Continuing Education Cycle.

If the individual left a cycle between **July 1 and December 31** (the first six months of a 24-month cycle, referred to as Segment I), they are not required to complete any requirements for that particular cycle prior to being eligible for reapplication or reinstatement (refer to Table B).

If the individual left a cycle between **January 1 and December 31** (the middle 12 months of a 24-month cycle, referred to as Segment II), they must complete and record half of the requirements for that cycle prior to being eligible for reapplication or reinstatement (refer to Table B).

If the individual left a cycle between **January 1 and June 30** (the final six months of a 24-month cycle, referred to as Segment III), they must complete and record all of the requirements for that cycle before being eligible for reapplication or reinstatement (refer to Table B).

TABLE B

	Segment I **July 1 – December 31**	**Segment II** **January 1 – December 31**	**Segment III** **January 1 – June 30**
Architect	none	Attend and record 35 hours of learning (minimum of 12 hours of structured learning)	Attend and record 70 hours of learning (minimum of 25 hours of structured learning)
Architect with non-practising status	none	Attend and record 17 hours of learning (any combination of structured and unstructured learning)	Attend and record 35 hours of learning (any combination of structured and unstructured learning)
Licensed Technologist ~~OAA~~	none	Attend and record 17 hours of learning (minimum of 6 hours of structured learning)	Attend and record 35 hours of learning (minimum of 12 hours of structured learning)

Once the individual has completed and recorded the outstanding cycle requirements, and reapplication or reinstatement has been approved, the member will be subject to the following continuing education requirements for that cycle in which their membership was approved.

If the individual is renewed between **July 1 and December 31** (the first six months of a 24-month cycle, referred to as Segment I), they must complete and record the entire cycle requirements (refer to Table C).

If the individual is renewed between **January 1 and December 31** (the middle 12 months of a 24-month cycle, referred to as Segment II), they must complete and record half of the cycle requirements (refer to Table C).

If the individual is renewed between **January 1 and June 30** (the final six months of a 24-month cycle, referred to as Segment III), they will not be required to accumulate any Continuing Education hours for that cycle, but will be subject to the full cycle requirements on July 1, at the start of a new cycle (refer to Table C).

TABLE C

	Segment I **July 1 – December 31**	**Segment II** **January 1 – December 31**	**Segment III** **January 1 – June 30**
Architect	Attend and record 70 hours of learning (minimum of 25 hours of structured learning)	Attend and record 35 hours of learning (minimum of 12 hours of structured learning)	none
Architect with non-practising status	Attend and record 35 hours of learning (any combination of structured and unstructured learning)	Attend and record 35 hours of learning (any combination of structured and unstructured learning)	Attend and record 35 hours of learning (any combination of structured and unstructured learning)
Licensed Technologist OAA	Attend and record 35 hours of learning (minimum of 12 hours of structured learning)	Attend and record 17 hours of learning (minimum of 6 hours of structured learning)	none

Notwithstanding the above policy, any member who has been granted leave or surrendered their licence, limited licence or whose status has been cancelled, and then applies for reapplication or reinstatement within the same Cycle will be subject to the following Continuing Education requirements for that cycle:

- If you are a member for a 6 months or less – no requirements
- If you are a member for more than 6 months but less than 12 months – half requirements
- If you are a member for longer than 12 months – full requirements

C. Continuing Education Requirements. Non-member for more than three years

If an individual has not been a member for more than three years and is submitting an application for licence or limied licence and does not have any outstanding disciplinary condition, they will be subject to the same continuing education requirements as a new member (refer to Table A).

Any incomplete Continuing Education Cycle prior to the three-year period will not be carried forward. Council may, however, when considering an exemption request from a former member, direct the applicant to undertake specific activities under the OAA's Continuing Education Program in order to ensure that the individual is current in the practice of architecture in Ontario.

D. Member Under Suspension

Any individual whose licence or limited licence is suspended will be subject to the full Continuing Education Requirements for the cycle(s) in which the suspension is in effect.

E. Change in Status from Architect to Architect non-practising

If a member surrenders his/her licence and makes application to become a Non-Practising Architecttakes non-practising status at any time in the Cycle, the full 35 hours of learning is required (any combination of structured and unstructured learning).

Ontario Association
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Council Policy

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

Commented [CM1]: To be recategorized as a ConEd "fee" following discussions with MAG and review of bylaws

Commented [CM2]: Council memo described rationale for single fee

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

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

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

Procedure
1. At the end of each Continuing Education cycle the following files will be assessed for non-compliance with the Program.

   - F~~ine~~ee for the ~~first~~ each offence $ ~~500~~ 750
   - ~~Fine for each subsequent offence $1,000~~

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

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1 **Human Rights Code** R.S.O. 1990, CHAPTER H.19

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<u>Policy Name</u>	**Administration – Continuing Education** **Collection of Payments**

<u>Issue Date</u>   **April 8, 2014**
<u>Revision Date:</u>

****

Purpose

This policy establishes the policies around the collection of fees/payments as it relates to Continuing Education Activities offered directly by the OAA and guides staff in the administration of the established policies.

Background

The OAA's Continuing Education program operates on an honour system such that the OAA relies on its members to fulfill their mandatory ConEd requirements as set out in the Architects Act, and as they deem appropriate within fairly broad criteria including self-reporting for the most part by the individual members.

Procedures

Registration vs payment reconciliation will not be conducted prior to each individual continuing education event. It is assumed that all online registrations are completed by a payment or will be completed by a payment in advance of the event.

Three days prior to each scheduled event ConEd staff will send a reminder to all registrants who have not paid indicating that payment is due immediately and in advance of the session.

After a session is complete, ConEd staff reconciles attendance, registration and payment lists to identify any inconsistencies. ConEd staff will provide the reconciliation list to finance staff and will provide the follows instructions based on the list as marked:

1. Where a member has registered for the session, paid in full, and attended the session, no action is required.

2. Where a member has registered for the session, paid in full, and did not attend the session, no further action is required **unless** the member is requesting a refund. In that case a full refund may be granted provided the member can substantiate incapacity to attend the session. The decision to grant the refund will be ~~at the discretion of the Administrator Continuing Education~~ based medical and/or other exceptional circumstances that prevented the individual from attending. Workload and/or other last minutes scheduling conflicts are not considered exceptional circumstances. The ~~Administrator~~ OAA will advise finance staff whether to process the refund.

3. Where a member has registered for the session, did not pay, however did attend~~ed~~ the session, the outstanding payment will be collected by finance staff as per established procedures.

4. Where a member did not register for the session, however did attend the session and signed in accordingly, the outstanding payment is to be collected by finance staff as per established procedures.

The following table provides a summary of the above:

	Registered	Paid	Attended	Action
Case #1				No action is required
Case #2				No action required unless a refund is being requested. Refund will be at the discretion of the ~~Administrator ConE~~Deputy Registrar~~d~~ and direction will be provide to Finance staff accordingly
Case #3				Outstanding payment is collected by finance staff as per established procedures
Case #4				Outstanding payment is collected by finance staff as per established procedures

Non-Payment of Continuing Education by a Member

In the event that a member does not pay an outstanding invoice for Continuing Education, that member will not be permitted to register for future events until the outstanding debt is paid.

ConEd Registration Cancellation Policy

Only cancellations that are submitted in writing (i.e. email) will be considered.

A full refund will be provided if the cancellation is made up to 48 hours prior to the ConEd session.

Cancellation requests received less than 48 hour prior to the event will not be considered, unless the individual can substantiate exceptional circumstances that prevented him/her from attending.

Ontario Association of Architects
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<table>
<tr><td>Policy Name</td><td>**Continuing Education Program – Prorated Maximum Hours**
Change in member type status- Continuing Education prorated
Maximum hours for members.</td></tr>
</table>

Issue Date   **August 11, 2015**
Revision Date

****

The Maximum hours per cycle that can be reported vary for each OAA member type.

If an Architect status changes to Architect on Leave or Architect non-practicing or Architect non-practicing on Leave, the maximum hours reported per learning category will be half or a quarter of the full maximum per cycle. This policy also applies to Licensed Technologists whose status changes to Licensed Technologist on Leave Licensed Technologist non-practising On Leave.

Refer to the below table.

	ARC (Architect)	ARCOL (Architect On Leave)	ARCLS (Architect – Long Standing)	ARCNP (Architect Non-Practising)	ANPOL (Architect Non-Practising On Leave)	LTOAA (Licensed Technologist OAA)	LTOL (Licensed Technologists OAA On Leave)	TECH (Technologist OAAAS)
Max Dist Ed Course (S)	0	0	0	0	0	0	0	0
Max In Person Courses (S)	0	0	0	0	0	0	0	0
Max Presentations (S)	25	13	25	13	7	13	7	6
Max Committee (U)	25	13	25	13	7	13	7	6
Max Council (U)	30	15	30	15	8	15	8	7
Max Dist Ed Courses (U)	0	0	0	0	0	0	0	0
Max In Person Courses (U)	0	0	0	0	0	0	0	0
Max Discussions (U)	25	13	25	13	7	13	7	
Max Mentor (U)	10	5	10	5	3	5	3	
Max Presentations (U)	25	13	25	13	7	13	7	
Max Reading (U)	15	8	15	8	4	8	4	
Max Research (U)	45	23	45	23	12	23	12	
Max Tour (U)	15	8	15	8	4	8	4	6
Max Writing (U)	25	13	25	13	7	13	7	5
Structured Required	25	12	25	0	0	12	6	
Unstructured Required	45	23	45	0	0	23	12	10
Total Hours Required	70	35	70	35	18	35	18	15
Structured CarryOver Max	10	10	10	5	5	5	5	
Unstructured CarryOver Max	20	20	20	10	10	10	10	
CarryOver Max	30	30	30	15	15	15	15	
		half of ARC	the same as ARC	the same as ARCOL	half of ARCNP	half of ARC	half of LTOAA	

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Questions regarding this policy should be directed to Manager, Education and Development, Ellen Savitsky at EllenS@oaa.on.ca.

Ontario Association of Architects
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Policy Name   **Continuing Education Program – Retroactive hour**
                                    Newly licensed Member of the OAA- Continuing Education
                                    Learning Activity policy.

****

New members Architects who are newly licensed members of the Ontario Association of
Architects, have the rightare able to report any Continuing Education learning activities
completed within a specific time frame.

Any Continuing Education learning activities completed one year prior to date of
licensure, can be reported to the Continuing Education transcript; provided that such
learning activities meet all Continuing Education criteria.

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Questions regarding this policy should be directed to Manager, Education and
Development, Ellen Savitsky at EllenS@oaa.on.ca.

Commented [CM1]: The new consolidated policy makes
no substantive changes to this policy, just housekeeping

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<u>Policy Name</u>	**Continuing Education Program Compliance Audit Policy**

> **Commented [CM1]:** No substantive changes to the audit policy except for transcript review undertaken by staff. Larger issue around uploading of proof to be considered in Council memo.

<u>Issue Date</u>	**February 26, 2008**
<u>Revision Date</u>	**June 6, 2013**
<u>Revision Date</u>	**May 10, 2019**

****

Purpose

The purpose of this policy is to set a framework for the Continuing Education (ConEd) Program compliance audit.

Introduction

OAA members are responsible for self-reporting their learning activities on the web-based OAA ConEd transcript. The audit is conducted to ensure accuracy of reporting as well as members' factual ConEd compliance.

Policy

OAA members' ConEd transcripts are audited every two years on a random basis.

The percentage of audited members is set by the ConEd Committee (1-3% of the membership).

Randomly selected transcripts are reviewed by the ConEd ~~Committee~~ staff to identify discrepancies in the following areas:

- Subject Matter.
  Self-reported activities shall address subject matters approved for the current ConEd Cycle;
- ConEd Hours.
  Hours assigned to self-reported activities shall match their actual length.
- Attendance.
  Activities reported in the structured learning category shall be substantiated by proof of attendance.
- General Review.
  Transcripts are also reviewed for anomalies not described above.

In case of inconsistencies, additional information is requested from the audited members. If the documentation received is sufficient and fully clarifies the matter, the case is dismissed. Otherwise, the case is forwarded to ~~the Public Interest Review Committee (PIRC) for further examination and consequently becomes subject to the ConEd Program non-compliance policy~~.

> **Commented [CM3]:** The administrative procedures would align with the proposed regulations re non-compliance

Memorandum

To: **Council**

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
Elaine Mintz	Greg Redden
Anna Richter	Kristiana Schuhmann
Susan Speigel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 4.4

From: Communications and Public Education Committee (CPEC)

Lara McKendrick, Chair	Mariella Amodio
Pearl Chan	Kurtis Chen
Jon Hobbs	Carl Knipfel
Elaine Mintz	Brigitte Ng

Date: June 6, 2024

Subject: SHIFT2025 Challenge Theme

Objective: To provide Council with a theme recommendation for the OAA's biennial SHIFT Challenge awards program, maintaining the schedule for jury selection ahead of announcements in the fall and an early January deadline.

Background

Every two years, the OAA Communications and Public Education Committee (CPEC) is tasked with developing the theme for the SHIFT2025 Challenge for Council's consideration.

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

Through SHIFT, the OAA challenges the profession to further enhance the public's perception of architecture as a force that acts as a catalyst for positive social change. It invites OAA Architects, Intern Architects, Student Associates, Retired Members, Honorary Members, and their collaborative teams to respond to an identified area of concern using their skills and insights. The program runs biennially, with previous themes including **SHIFT2019 Infrastructure/Architecture Challenge**, **SHIFT2021 Resiliency/Architecture Challenge** and most recently **SHIFT2023 Human Health and Architecture Challenge.**

Ontario Association
of Architects

At their May 31 meeting, the Committee reviewed past themes and considered timely issues relevant to the profession and society at large. In discussing numerous potential topics, from aging, accessibility, and long-term care to emergency interventions related to natural disasters and conflict, CPEC members felt there was an opportunity to have the SHIFT theme follow the path laid out by the 2025 Conference in Ottawa, which will be where the selections will first be shared on a grand stage.

To that end, the Committee proposes the following as the SHIFT2025 Challenge theme:

SHIFT2025 Challenge: Reshaping Communities

Our buildings, homes, and public spaces making up our communities should be built to last… but how does enduring design account for everything else being in constant change? To really stand the test of time, adaptability is needed. We reshape our built environment; thereafter, it reshapes us.

Altered climate patterns have increased the intensity and frequency of extreme weather in Canada and beyond. Political instability beyond our borders, technological advancements, and social change have brought uncertainty, but also opportunity and new ways to think about how we can ensure people's needs are met in times of urgency.

Cultural and demographic shifts, an aging population, greater awareness of the need for equity and inclusion, Reconciliation, and access to truly affordable housing… the built environment must prepare for, respond to, and reflect these changes.

*The **OAA SHIFT2025 Challenge: Reshaping Communities** asks architects, and those on the path to licensure, to use their design training, skill sets, and way of thinking to find new approaches while our world keeps evolving. From urban revitalization and reconceptualization to adaptations responding to climate change and other emergencies, SHIFT seeks your conceptual—but possible!—architectural ideas for our communities that enable all people to find stability, a sense of belonging, and hope.*

In approving this theme, Council will then be enabling OAA staff and the Committee to begin generating a list of possible jurors for the SHIFT Challenge over the summer, ensuring the awards scheduling timelines remain on target.

Action

Council is asked to consider the following motion:

It was moved by McKendrick and seconded by Mintz that Council approve the SHIFT2025 Challenge theme as "Reshaping Communities."


Attachments

None.

Ontario Association of Architects

President's Log

Date	Event/Meeting	Location	Attendees	Time
May 21	Interview with radio station Niagara 105.1	Virtual meeting	w/Station Host	5:15-5:30 p..m.
May 21	Niagara Society Welcome Event	Niagara Falls	w/members, Council	6:30-11:00 p.m.
May 22	Conference Plenary	Niagara Falls	w/members, Council	7:45-10:15 a.m.
May 22	Conference Happy Hour event	Niagara Falls	w/members, Council	5:30-6:30 p.m.
May 22	Conference Opening Night	Niagara Falls	w/members, Council	7:30-11:00 p.m.
May 23	Sponsor Meet and Greet	Niagara Falls	w/Sponsors, M.Walsh	10:30-11:30 a.m.
May 23	Recognition Luncheon	Niagara Falls	w/members, Council	12 noon- 1:30 p.m.
May 23	President's Reception	Niagara Falls	w/members, Council	5:30-6:30 p.m.
May 23	Design Excellence Awards	Niagara Falls	w/members, Council	6:30-7:30 p.m.
May 23	Archifete	Niagara Falls	w/members, Council	7:30-11:00 p.m.
May 24	Conference Closing Keynote Event	Niagara Falls	w/members, Council	1:30-3:00 p.m.
May 28	OAA/OGCA Best Practice Liaison Meeting	Virtual meeting	w/OGCA, K.Schuhmann, M.Audet, K.Doyle	1:00-2:00 p.m.
May 29-31	Pro-Demnity Board Retreat	Niagara-on-the-Lake	w/Pro-Demnity Board, T.Wilson, K.Schuhmann, K.Doyle	
June 3	Executive Committee Meeting	Virtual meeting	w/Executive Committee	11:00 a.m. - 12:30 p.m.
June 3	OLA Library Building Awards - Jury Deliberation	Virtual meeting	w/Jury members, OLA staff	1:00-3:30 p.m.
June 6	OAA Landscape Competition Jury Day	Toronto	w/Jury members	9:30 a.m. - 5:30 p.m.
June 6	EABO Meeting	Virtual meeting	w/EABO Committee, K.Doyle	3:00 - 4:00 p.m.
June 7	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8:00-9:00 a.m.
June 14	President/Executive Director Meeting	Virtual meeting	w/K.Doyle	8:00-9:00 a.m.
June 19	Pre-Council Briefing Meeting	Toronto	w/K.Doyle, C.Millls, T.Carfa	10:30-11:30 a.m.
June 19	Pre-Council dinner	Toronto	w/Council	7:00-9:00 p.m.
June 20	Council meeting	Toronto	w/Council, staff	9:30 a.m.- 3:00 p.m.

Executive Director Report to Council

June 9, 2024
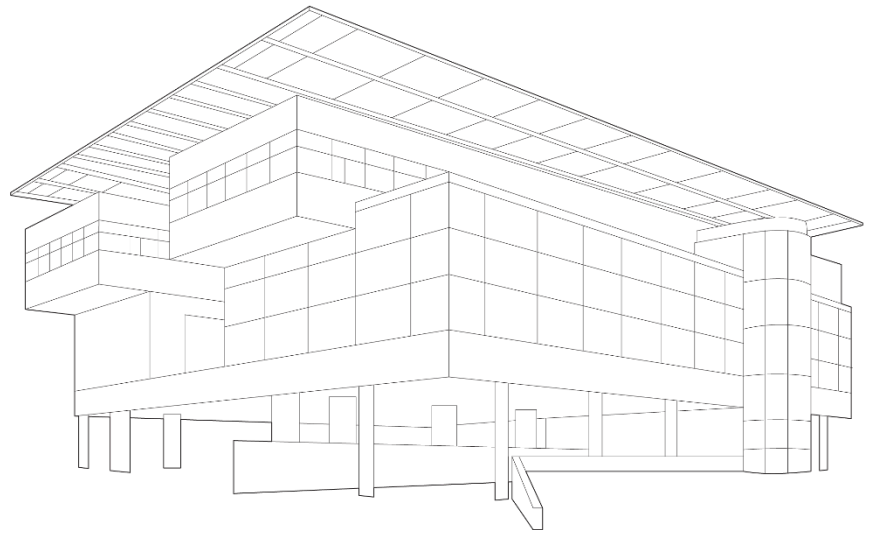
PRESENTED BY

Kristi Doyle
Executive Director

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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 using the below noted symbols.

climate action, and

equity, diversity, and inclusion.

regulatory leadership,

governance and operations,

member competency, and

public education.

OAA Strategic Plan

This Council package contains a detailed report from each of the Staff Team Leads representing progress during the first six months of the year within their respective service area against the backdrop of the OAA Strategic Plan. These reports focus on day-to-day operations, as well as initiatives that were presented to Council during the January strategic check-in and priority setting session. Council will recall that each Manager presented information regarding activities underway or planned for 2024 from an operational, administrative and/or programming perspective.

Per usual, the work of the individual OAA Committees in support and furtherance of the Strategic Plan is reported at each Council meeting through the regular Committee Reports section.

The Strategic Plan continues to provide a solid foundation for the work of the OAA and is actively referenced. Committee and operational work plans are being followed, while still allowing room for consideration and assessment of new or emerging issues as they arise.

Based on the six-month update reports, progress towards the strategic objectives is strong with metrics also being evaluated as we move through this year. An interesting, and perhaps less obvious metric that I had pulled out while reviewing the semi-annual reports was the type of questions that are being logged through the Practice Hotline and the number of RFP alerts that we have issued this year. While recognizing that procurement and contract language continues as an ongoing and serious pressure point for the architecture profession, what we have seen is an apparent increase in understanding amongst members as to the scope and

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authority of the OAA in terms of commenting as a professional regulator. The yardsticks on the metric under the strategic objectives re. Public Education seems to be advancing such that '*Members demonstrate a clearer understanding of the role of the OAA as a regulator and of the extent to which it can promote the public appreciation of architecture.*'

In response to a question asked during the last Council meeting and more specifically the objective to... *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.* I have attached a list of the Client outreach activities, as prepared by PAS, that have been undertaken since 2023.

Reflecting on the Plan at this six-month interval, the strategic objective we have not had the opportunity to advance is the Act Modernization project. This has, unfortunately been delayed while we address the immediate need for an Act change to allow for the issuance of limited licenses and the related amendments to Regulation 27.

Operational Review

I invite Council to review the detailed report from the OAA Manager IT, Abhishek Chaudhary for a comprehensive update on progress made towards the IT bucket of recommendations. As previously reported, this is the major remaining focus under the operational review five-year implementation plan. This project is tracking well.

We are well underway with the Envisioning Step for Phase 2 (Collaboration tools) and Phase 3 (SharePoint and Intranet), focusing on the integration of collaboration tools and the enhancement of our SharePoint and intranet platforms. Five individual discovery meetings with the Team Leads are almost complete. Individual design meetings with the various service areas will begin shortly.

Chaudhary has also been providing regular updates, as well as 'peer to peer' learning as part of the weekly staff meetings.

As we enter the third quarter of the year, we will begin work on the much-needed upgrade to the OAA database – iMIS, which is also closely connected to the recommendations from the operational review.

Administration + Operations

The OAA Demographic Survey for 2024 has been posted to the Website. Information from the Survey Report was shared during the presentation made to the Pro-Demnity Board at its retreat on May 30 by OAA President Vilardi and I.

OAA staff chats continues each week on Wednesdays at 9:30 a.m. Peer to Peer learning continues with a focus on the major IT project to ensure open communication with staff and understanding. HR Manager Kathy Armbrust presented a session on 'change management' on June 5 which was well received given the considerable changes that are pending in relation to the move to Office 365. On June 12, I will present a short 'peer to peer' on the national entity – Regulatory Organizations of Architecture in Canada (ROAC) to

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increase staff exposure and understanding of activities and programs that are developed in collaboration with the other Canadian architectural regulators through ROAC.

Along with the Registrar, we continue to work in collaboration with the Ministry of the Attorney General to complete the amendments to Regulation 27 to allow for the issuance of limited licences to Licensed Technologists. As noted in a recent communication piece to former Lic.Tech.OAA members and intern/student technologists, the Ministry has undertaken a focused consultation process on the matter.

On behalf of the shareholder, OAA President Settimo Vilardi and I attended the Pro-Demnity Board Retreat, May 29 – 30 in Niagara. Inter-locking directors Wilson, Speigel and Schuhmann were also in attendance. We were invited to make a presentation regarding the OAA's thoughts on trends affecting the profession and the OAA as an organization. The information also included membership statistics and demographics. The information was very well received and the PPT from the session has been posted in the Council e-community.

I will be attending the Council on Licensure, Enforcement & Registration (CLEAR) Regional Leadership Symposium on June 17 in Vancouver, BC. **Navigating Change:** *Empowering Regulatory Leaders for Seamless Transitions*

Changes in leadership can have significant impacts on the day-to-day and overall functioning within a regulatory college as well as the organizations they work with. The seamless transfer of leadership within regulatory agencies is critical to maintaining stability, continuity, efficiencies, and the trust of registrants and the public…Current and former regulatory leaders will share knowledge, strategies, and best practices required to successfully navigate leadership transitions within your organization.

Our monthly Team Leads meeting was held June 10. Time was spent reviewing the transition to Office 365 and how to best support and prepare the different service area teams for the move. This will be a major operational change.

OAA Summer Hours began June 6 and will continue until Labour Day. The office will be closed on Friday at 12 noon each week during the summer.

Regulatory excellence and ongoing work with OFC continues with the Registrar as the lead. The OAA's Action Plan discussion with the OFC and the Registrar will be held on June 13.

Public Outreach + Education

The OAA Landscape Design Competition closed on May 16. See the Building Committee report contained elsewhere in this package for more information.

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The spring meeting of our local Society Chairs and Councillor Liaisons was held on May 21 in connection with the annual conference in Niagara Falls. The report from the meeting is being drafted and will be shared amongst the societies and Council. A detailed discussion regarding society finances, including membership fees was a focal point for the meeting. A workshop type format was included during the second half of the meeting and resulted in a very robust and collaborative discussion. Action items and next steps will be set out in the report noted above. The PPT from the session has been posted in the Council e-community.

As a key initiative of the Governance Committee to increase participation in Council elections, staff will begin work on a special webinar for architects focussed on creating a better understanding of the OAA Election process and role of Council. This webinar will feature a panel discussion approach with current and past members of Council who will talk about their involvement on Council, while hopefully sparking greater interest.

National Initiatives

The ExAC national Working Group re. modernization of the ExAC is continuing its work, specifically the engagement of a consultant in response to ROAC's RFP for a third-party consultant to research, analyse and recommend options re. software applications and online delivery of ExAC in the future. The consultant selection is pending; however, work should be underway shortly. A fall report to ROAC at the national level is anticipated in late October.

The six months FS for ExAC have been issued and the budget is tracking normally. I will be working over the summer with OAA Manager Finance Melanie Walsh and ExAC Co-Administrator, Jon Clark on the draft 2025 ExAC budget this summer, ready for ROAC approval at the fall meeting.

Relationship Building

I will attend a CDAO Board Meeting on June 13. The pending procurement guide is top of the agenda for the Board.

The President and I attended the most recent meeting of Engineers, Architects and Building Officials (EABO) on June 6. Of note was the discussion regarding the new building code. This liaison serves as an excellent opportunity to discuss and collaborate on items that affect the key users of the building code. A joint webinar is being discussed for this fall.

Along with our colleagues at ARIDO and ACEC-ON, we continue to liaise with Infrastructure Ontario (IO) with respect to their proposed supplementary conditions to OAA 600 – 2021. The work is being facilitated through OAA Manager of Practice Advisory Services, Mélisa Audet and

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also involved input from Pro-Demnity Insurance Company. The process continues, however has been slow in moving ahead. At the present time we await confirmation of meeting dates from IO.

In the spirit of ongoing communication and collaboration with allied organizations, I will be meeting with PEO Registrar and CEO, Jennifer Quaglietta on August 7.

OAA President Vilardi, Vice President Schumann, Manager PAS Mélisa Audet and I attended a meeting of the OAA/OGCA liaison group on May 28. The next meeting will be in the fall.

Looking Ahead

The following is coming up:

Royal Architectural Institute of Canada (RAIC) AGM – June 25, 2024. President & Executive Director attending online.

Next Construction & Design Alliance Forum Meeting – June 26, 2024.

Landscape Design Competition: Winning Submission announcement event – June 27, 2024 at the OAA Headquarters.

OAA staff team building – Monthly lunchtime tours of Botanical Gardens begin June 26 to August 21.

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OAA / PAS Client group outreach

Date issued June 10, 2024

PAS has extracted data from 3 services, programs and/or initiaves: Practice
webinars (Public Outreach)

Practice Hotline	
Topic (1)	RFP - Request for proposal/tender & other procurements
Topic (2)	T&C - Contract terms & conditions
Topic (10)	Contract - Related to OAA 2021 suite of contracts

type	Client and Topic (x)
Calls	Scarborough Health (1)
Calls	St. Catharines (1)
Calls	Mattamy Homes (2)
Calls	Toronto Comm Housing (2)
Calls	CBRE (2)
Calls	Town of Wilmot (1)
Calls	Helen Vorster Arch 2
Calls	Zurich Insurance 2
Calls	City of Ottawa (1)
Calls	Northumberland County (1)
Calls	Lambton Kent DSB (1)
Calls	Hamilton Wentworth Catholic District School Board (2)
Calls	TCHC (10)
Calls	District School Board Ontario NE (10)
Calls	City of Burlington (1)
Calls	Queens University (10)
Calls	Merrick (2)
Calls	OMS Management (2)
Calls	Zurich N. America (2)
Calls	Waterfront Toronto (10)
Calls	Woodstock Hospital (1)
Emails	Northumberland County (10)
Emails	Lambton Kent DSB (2)
Emails	U of Toronto (1)
Emails	Franco achat (10)
Emails	Paul Ferrie HWCDSB (2)
Emails	LCBO (1)
Emails	GTAA (1)
Emails	Toronto Community Housing (10)
Emails	NWDSB (10)
Emails	Conseil scolaire catholique Providence (10)
Emails	City of Burlington (1)

Emails	Arcavia Niagara LTC (1)

RFP + Contract Review

Year	Client Group and/or name of RFP
2023-2024	Infrastrucutre Ontario
2024	City of Brampton
2024	University of Toronto - Proposed Supp Conditions for OAA 600 2021
2024	Region of Peel
2024	THE REGIONAL MUNICIPALITY OF YORK
2024	Kingston & Frontenac Housing Corporation
2024	Woodstock Hospital
2024	Region of Waterloo
2024	Halton Region
2024	Hiatus House, Windsor
2024	Ottawa Catholic School Board
2024	TCHC
2024	Waterloo Regional Housing
2024	University of Guelph
2024	City of Guelph
2024	MMC, Scarborough Health Netowrk Education Centre
2024	Chippewas of Nawash Unceded First Nation
2024	Town of Kingsville
2024	La Cite Collegiale
2024	Unity Health Toronto
2024	Arcavia Niagara Falls
2023	ST. MICHAEL'S HOSPITAL
2023	University of Western Ontario
2023	City of Burlington
2023	FRANCOachat
2023	Loyalist College
2023	Brock University
2023	Town of Pickering
2023	Kitchener
2023	Northumberland Hills Hospital
2023	HDSB -(School Board)
2023	City of Thunder Bay
2023	GTAA (Greater Toronto Airport Authority) - Pearson:
2023	WILFRID LAURIER UNIVRESITY
2023	Township of South Frontenac
2023	Town of Collingwood
2023	Colliers Supplementary Conditions
2023	Northumberland Housing Redevelopment
2023	City of Kingston

2023	Scotiabank
2023	Limestone District School Board
2023	U of Ottawa - Vendor of Record SC's
2023	Markham - General Terms and Conditions
2023	Lambton Kent District School Board
2023	Region of Waterloo
2023	Rideau Lakes
2023	Seneca College

Public Outreach

Leveraging the launch of the OAA Contract Suite 2021, OAA has been working on identifying opportunities to offer short webinars to client groups.

The following list presents 3 client group webinar opportunity:

OPBA: Webinar presentation and article in their newsletter. List of client at

OASBO Operations, Maintenance & Construction Committee: Via an Hotlir webinar.

Unity Health Toronto: Webinar as a follow-up to a hotline call

Office of the Registrar Statistical Report

FOR THE PERIOD JANUARY 1 TO JUNE 4, 2024

PRESENTED BY

Christie Mills

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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;

- Act Enforcement; and

- Correlated legislative matters.

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 assess and make a recommendation to Council 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.

- One ERC assessment interview was held in this reporting period.

The statutory requirement for confidentiality is established section 43 of the Act. It requires the Registrar and committee members maintain "*secrecy with respect to all matters that come to an individual's knowledge in the course of their duties*". Section

13(6) states that the Registrar shall give notice to the applicant of the ERC decision; though, is not authorized to share the results to anyone else.

There is an exception in s.43 to allow the Registrar to share information "*as may be required in connection with the administration of*" the Act, regulations and by-laws.

Upon review with legal counsel, there is an argument that data related to successful vs unsuccessful applications may be provided to Council. There is also an argument that the Registrar share general data trends that have arisen from the ERC assessments that may be relevant to the work of Council. Assuming this data can be connected Council's work in the administration of the Act, the table summary below can be provided on an ongoing basis:

	2024		
	Reason	Result	Deficiency
ERC Recommendations to Council			
ERC Determinations	IAP-D	Does not meet requirements. Remedial action recommended.	• Diversification, • Lack of minimum required competency in Bidding and Contract Negotiation, Contract Administration and General Review, OBC & Accessibility.

CI: applicant using international experience gained prior to enrolment in IAP
CY: Currency
IAP-D: Internship in Architecture CERB deficiency.

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 January 1 to June 4, 2024:

Total Inquiries[1]	26
Total Complaints	16
Held in abeyance	0
Preliminary Review Stage	1
Active[2]	11
Closed	

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[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

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Not referred (dismissed or withdrawn)	2
Not referred (caution)	0
Referred to Discipline	3
Registrar's Investigations[3]	5
Good Character Investigations	3

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.

Currently the Committee is administering the following:

- One (1) case completed;
- One (1) case ongoing;
- Two (2) cases to be scheduled;
- One (1) ongoing appeal; and
- Five (5) written hearings to be scheduled arising from ConEd non-compliance referrals from last cycle.

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.

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[3] Not yet referred to a committee

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

- Twenty-seven (27) hearings are in the process of being scheduled; and

- Seven hearing for twelve individuals have been conducted:

    o An October 6, 2023 hearing was held for an individual who did not meet all of the licence requirements. The Registration Committee directed the Registrar to refuse to issue a licence and certificate of practice.

    o A November 27, 2023 hearing was held for a group of four individuals who did not meet all of the licence requirements. The Registration Committee ordered the Registrar to issue all four licenses subject to terms, conditions and limitations.

    o A February 5, 2024 hearing was held for an individual who did not meet all of the licence requirements. The Registration Committee directed the Registrar to refuse to issue a licence.

    o An April 17, 2024 hearing was held for a group of two individuals who did not meet all of the licence requirements. At the time of writing this report, the Committee determination has yet to be delivered.

    o An April 30, 2024 hearing was held for an individual who did not meet all of the licence requirements. At the time of writing this report, the Committee determination has yet to be delivered.

    o A May 6, 2024 hearing was held for an individual who did not meet all of the licence requirements. At the time of writing this report, the Committee determination has yet to be delivered.

    o A May 8, 2024 hearing was held for a group of two individuals who did not meet all of the licence requirements. At the time of writing this report, the Committee determination has yet to be delivered.

- The next scheduled hearing is for June 17, 2024.

Some of the hearings may proceed as grouped proceedings if agreed upon by the Committee and parties to the hearing. 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.

On the recommendation from OAA legal counsel, the OAA website dedicated to the Registration Committee has been updated to include 2024 requested hearings and the associated hearing dates. This aligns with the expectations of the Statutory Powers Procedure Act, R.S.O. 1990, c. S.22 (ontario.ca) and infuses more transparency on the OAA website.

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 January 1 to June 4, 2024:

Active files/ Ongoing investigations[4]	**81**
New matters received during reporting period	38
Resolved by Legal Counsel	0
Resolved by OOTR[5]	13
Unable to locate	0
No breach found[6]	10
Injunctions	0

Internship in Architecture Program

In addition to the regular day to day administration of the program and associated statistics below, the OAA staff have been undertaking the following through the first half of 2024:

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[4] Includes ongoing matters from previous reporting period .
[5] Resolved means the OOTR has contacted the individual in breach and the requested changes have been made.
[6] Investigations were made and no breach found.

- Full implementation of the new online CERB within the IMIS platform. With this integration the OAA has eliminated reliance on a stand alone CERB data management system and centralized all into iMIS creating greater efficiencies and potential for better data management and metrics.

- OOTR staff participates in OAA presentations to the Toronto Society of Architects and JVS Canada geared toward newcomers to Canada and the path to licensure.

- The Canadian experience alternative was enacted into legislation February 2, 2024, and three individuals have already availed themselves of this alternative as part of their requirements for licence. The OAA has developed dedicated a webpage for this matter with instructions and links to the ROAC training portal site.

- The Ontario practice knowledge competency self assessment for Intern Architects completing the IAP was also enacted into legislation February 2, 2024, with a transition period to the end of the year. Individuals may currently use fillable PDF submissions for the self-assessment and the new online portal should launch by the end of the month. Similar to above, a dedicated webpage was developed along with support materials.

- Since January there have been 807 CERB submissions with 662 reviews completed. January to July are the busiest months as Intern Architects work toward eligibility to write ExAC in the Fall. Each submission requires a 4-6 week review time; this turnaround time has improved with the introduction of the OAA Review Architect and other efficiencies (previously a 6-8 week review timeframe). Annually approximately 1400 experience submissions are reviewed and processed.

OAA Technology Program (paused)

The following is an account of activities related to the OAA Technology Program (OTP).

On February 13, 2023, the OAA paused accepting any new applications for the Program. The administration of the program has paused until the Act and Regulation permit the limited licence class to be issued. Staff have focused on the organization and reconciliation of all inherited OAAAS files and program information. This required extensive work based on the condition of content received.

In preparation for the relaunch of the Program,

- extensive amount of work has been completed to transition the inherited OAAAS paper files and information into digital format and data for iMIS.

- an online application system for OTP has been developed. This project has been completed and is ready to go live when the program resumes.

- work to update and prepare OAA website pages related to the OTP is underway, this work includes providing more information on the program and giving Interns a quick access to relevant forms and resources, inclusive of updated forms and information resources.

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- the work with Visual Antidote (IT) has resumed to develop an online Experience Record Book portal. This includes identification of needed features to assist the review process, ease of use for participants, and will include testing at every stage of development.

- as always, there will also be the ability for Intern Technologists to make PDF experience submissions. The Experience Record Book PDF forms have been updated. The new version offers more room for information needed for the review process, including an additional page where interns can elaborate on activities involved in each project.

- a guide to the OTP experience submissions has also been created.

- the OAA Technology Program manual will be updated in accordance with the legislation and direction from the Governance Committee and Council.

Correlated Legislative Matters

Office of the Fairness Commissioner

The Fairness Commissioner assesses the registration practices of regulated professions and trades in Ontario to make sure they are transparent, objective, impartial and fair for anyone applying to practise their profession in Ontario.

The Office of the Fairness Commissioner (OFC) supports the Fairness Commissioner in acting on the mandate set out in the *Fair Access to Regulated Professions and Compulsory Trades Act, 2006* (FARPACTA) and the *Regulated Health Professions Act*, 1991 (RHPA).

The OFC launched its new Risk-Informed Compliance Framework (RICF), which came into effect on April 1, 2022. This framework relies both on the regulator's historical performance, and a series of forward-looking risk factors that could impact a regulator's ability to achieve better registration outcomes for applicants.

The OAA's RICF for the 2022-2023 period was determined to be in full compliance with no outstanding recommendations. In November 2023, the OFC implemented the second iteration of its RICF for the 2023-2024 period. Under this framework, the OFC assesses each regulator's operations against five risk factors that may impede the regulator's ability to apply fair registration practices for the licensure of domestic and internationally trained applicants; the five risk factors are set out below:

1. Organizational capacity.

2. The overall control that a regulator exerts over its assessment and registration processes.

3. The impact of major changes to registration practices and relations with third-party service providers.

4. The ability of the regulator to comply with newly introduced legislative and / or regulatory obligations.

5. Public policy considerations:

   a. Addressing labour market shortages.

   b. The ability to promote inclusion and address anti-racism concerns in registration processes.

For the OAA's 2023/2024 RICF, the OFC has identified three areas of risk that will require actions plans to address these concerns. The three identified risks are as follows:

o *Ensure that the OAA's CER alternative(s) comply with the applicable regulatory criteria and facilitate the timely registration of experienced architects from international jurisdictions.* To this end, the OAA may wish to approach other regulators that have eliminated their CERs, or introduced a full competency-based assessment alternative, to compare their experience and approach. The OFC will also want to monitor the number of internationally experienced architects who are accessing alternatives to the IAP, and the number who are successfully licensed.

o *Continue to disseminate public information on all pathways to licensure available for internationally experienced architects* and ensure that these modalities are easily accessible and understood.

o *Implement a thoughtful implementation plan to reinstate the OAA's Lic.Tec.OAA licensees and ensure that this work is undertaken fairly*, efficiently and through a client-focused lens.

The Office of the Registrar has scheduled its first meeting in mid-June with the assigned OFC Analyst to review progress made on these three items.

The Registrar and the Manager of Policy and Government Relations recently participated in a knowledge sharing discussion hosted by the OFC wherein three other regulators were in attendance (PEO, PGO, AOLS). This group was chosen as they all had to request regulation or statute amendments to comply with FARPACTA's prohibition on Canadian Experience as a requirement for licence. The focus of the discussion was the competency-based assessment procedures for each regulator. The OAA shared information regarding the [Canadian Competency Standards for Architects](#) which is the foundational framework for all paths to licensure (IAP, BEFA, ERC, Registration Committee, and exemption requests).

FARPACTA Upcoming Amendments

The period of 2022 and 2023 saw many changes to the *Fair Access to Regulated Professions and Compulsory Trades Act* (FAPACTA) that compelled all Ontario regulators to examine and, in many cases, change their registration practices. The FARPACTA continues to evolve with the following items awaiting Act and/or regulation amendment or proclamation:

Third Party Service Providers

On a day to be named by proclamation of the Lieutenant Governor, section 10 of the Act is amended by adding the following subsection:

(3) For the purposes of subsection (2),

(a) in order for a regulated profession to be considered to make assessments of qualifications in a way that is transparent, objective, impartial and fair, it must, at a minimum, meet the requirements prescribed by regulation; and

(b) in order for a regulated profession to be considered to have taken reasonable measures to ensure that a third party makes assessments in a way that is transparent, objective, impartial and fair, it must, at a minimum, meet the requirements prescribed by regulation, including any requirements respecting contracts entered into between the regulated profession and the third party. 2024, c. 3, Sched. 3, s. 1.

With this section above passed into FARPACTA, associated regulations are anticipated that will prescribe requirements relating to assessment of qualifications including specific duties for regulated professions when working with third parties.

Pending FARPACTA Amendments

At the time of writing this report proposed amendments to FARPACTA (Schedule 3 of the Bill 190, *Working for Workers Five Act*, 2024) had received second reading in the Ontario legislature. Schedule 3 proposes the following:

1. Policy re reasonable alternatives to required documentation:

    A regulated profession shall have a policy addressing what alternatives to the documentation of qualifications that is normally required will be acceptable. The policy must,

    (a) provide that the regulated profession will accept reasonable alternatives to the documentation that is normally required if the required documentation cannot be obtained for reasons beyond an applicant's control;

    (b) describe what constitutes a reasonable alternative;

    (c) include the timelines within which the regulated profession will process such alternative documentation and inform the applicant of the next steps; and

    (d) comply with any requirements set out in the regulations respecting the policy, including respecting how the policy must address the matters described in clauses (a) to (c).

    A regulated profession shall submit the policy to the Fairness Commissioner for review. Whenever there is a change in circumstances that may affect the policy, the regulated profession shall update it and submit it to the Fairness Commissioner for review. Before implementing a policy or updated policy, a regulated profession shall, respond to any input from the Fairness Commissioner regarding the policy or updated policy; and if the regulations so provide, obtain the Fairness Commissioner's approval of the policy or updated policy.

2. Plan re Parallel Processing

    A regulated profession shall have a plan addressing how it will enable multiple registration processes to take place concurrently. The plan must,

    (a) permit applicants who experience a delay in one part of the registration process to proceed with other parts of the registration process wherever possible; and

    (b) comply with any requirements set out in the regulations respecting the plan, including respecting how the plan must address the matter described in clause (a).

    A regulated profession shall submit the plan to the Fairness Commissioner for review. Whenever there is a change in circumstances that may affect the plan, the regulated profession shall update it and submit it to the Fairness Commissioner for review. Before implementing a plan or updated plan, a regulated profession shall, respond to any input from the Fairness Commissioner regarding the plan or updated plan; and if the regulations so

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of Architects

provide, obtain the Fairness Commissioner's approval of the plan or updated plan.

The Office of the Registrar, the Policy and Government Relations Manager and the Executive Director will continue to monitor the above developments. Actions arising or required will be reviewed with the Governance Committee. Any required policy or statutory changes required will be overseen by the Governance Committee with recommendations to follow for Council review and approval.
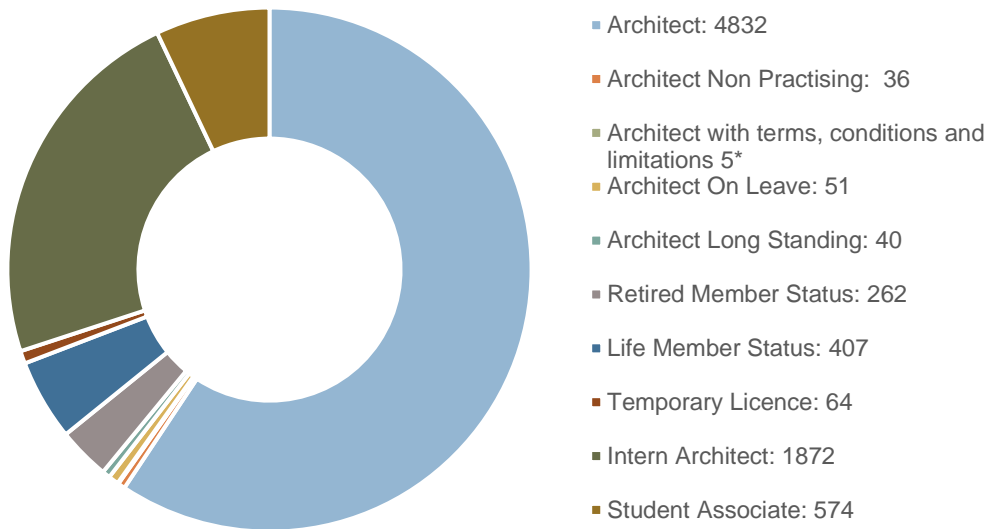
Statistics

Below are the OAA community statistics as of June 4, 2024 indicating current records as well as changes for the period of January 1 to June 4, 2024. The OAA community includes members as defined by the *Architects Act* as well as prescribed as classes of persons whose interests are related to those of the Association as defined by the regulations.

OAA Members and Status Holders

OAA Individual Distribution as of June 4, 2024

- Architect: 4832
- Architect Non Practising: 36
- Architect with terms, conditions and limitations 5*
- Architect On Leave: 51
- Architect Long Standing: 40
- Retired Member Status: 262
- Life Member Status: 407
- Temporary Licence: 64
- Intern Architect: 1872
- Student Associate: 574

* Licences subject to terms, conditions and limitations; four related to restricted scope of practice and one to a good character undertaking.
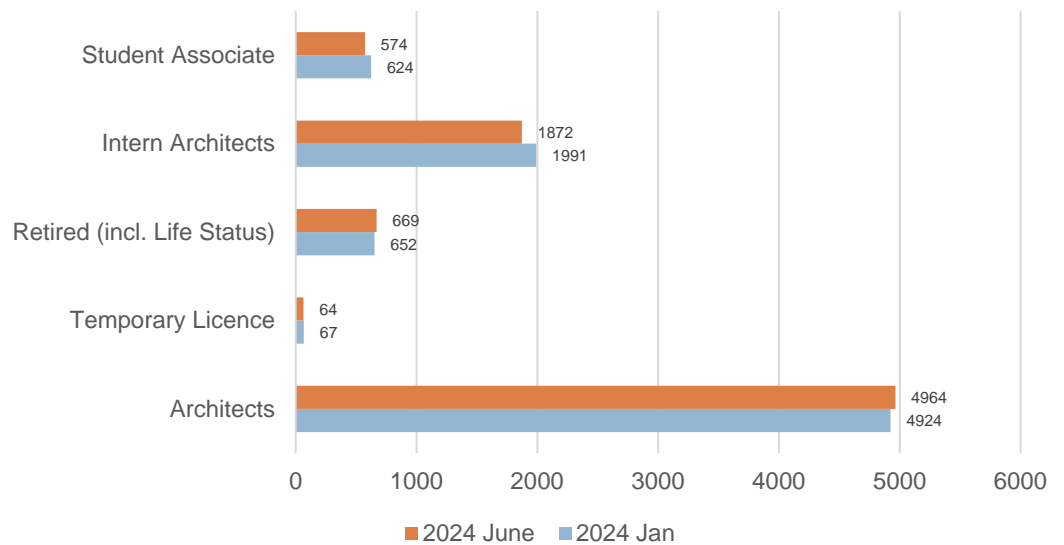
Licence Applications

Licence Applicaitons for Jan. 1 to June 4, 2024

Category	Value
Exemption Request to Council	0
Reinstatements	8
Reapplications	1
MRA	11
Reciprocal	14
BEFA	3
Non-Practising Architect	0
First Time Applicant	117

- Total licence applications received for period were 186;
- Total licence applications approved for period were 154;
- Of the 117 First Time Applicants 37 were internationally educated applicants; and
- Of the 117 First Time Applicants four were issued licences subject to terms, conditions and limitations.

Growth in Individual Status

Growth in Individual Status for Jan. 1 to June 4, 2024

Category	2024 June	2024 Jan
Student Associate	574	624
Intern Architects	1872	1991
Retired (incl. Life Status)	669	652
Temporary Licence	64	67
Architects	4964	4924

■ 2024 June ■ 2024 Jan

- Total Intern Architect applications received for period was 295;

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Certificate of Practice

OAA Certificate of Practice Distribution as of June 4, 2024

- Architect Corporation: 1272
- Architect Sole Proprietor: 625
- Architect Partnership of Corp: 7
- Architect Partnership of Members: 7
- Architect Partnership: 49
- Limited Practice: 63
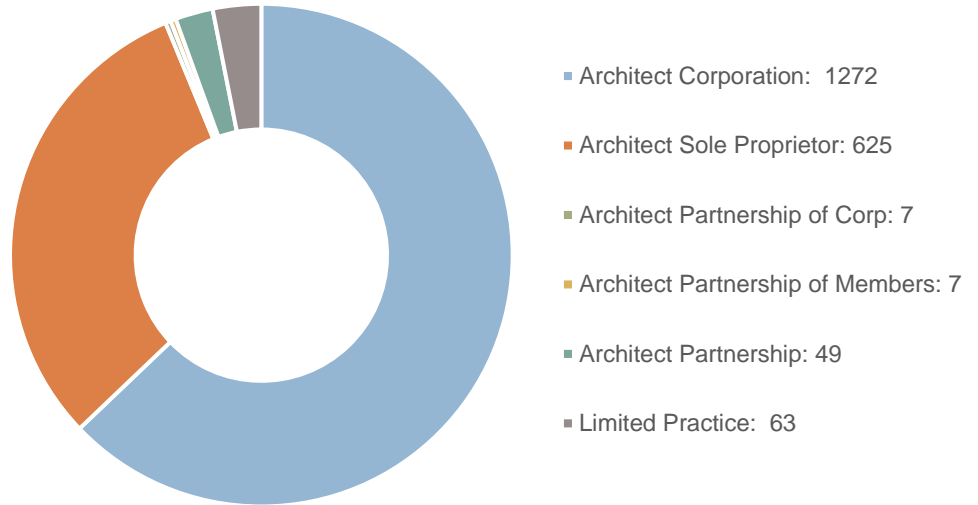
Certificate of Practice Applications

Practice Applications for Jan. 1 to June 4, 2024

Category	Value
Changes to Existing	12
Reapplications	1
Reinstatements	4
New USA	4
New Other Prov.	8
New Ontario	40
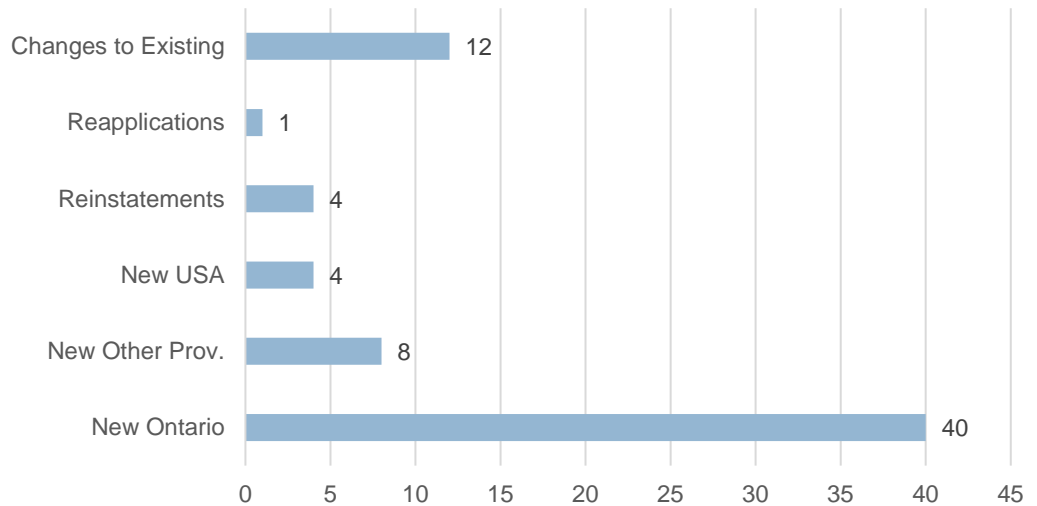
- Total certificate of practice applications received for period were 83
- Total certificate of practice applications approved for period were 69

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Growth in Practices

Growth in Practices for Jan. 1 to June 4, 2024

Temporary Practices: 63 (2024 June), 64 (2024 Jan)
Architect Practices: 1964 (2024 June), 1961 (2024 Jan)

■ 2024 June ■ 2024 Jan

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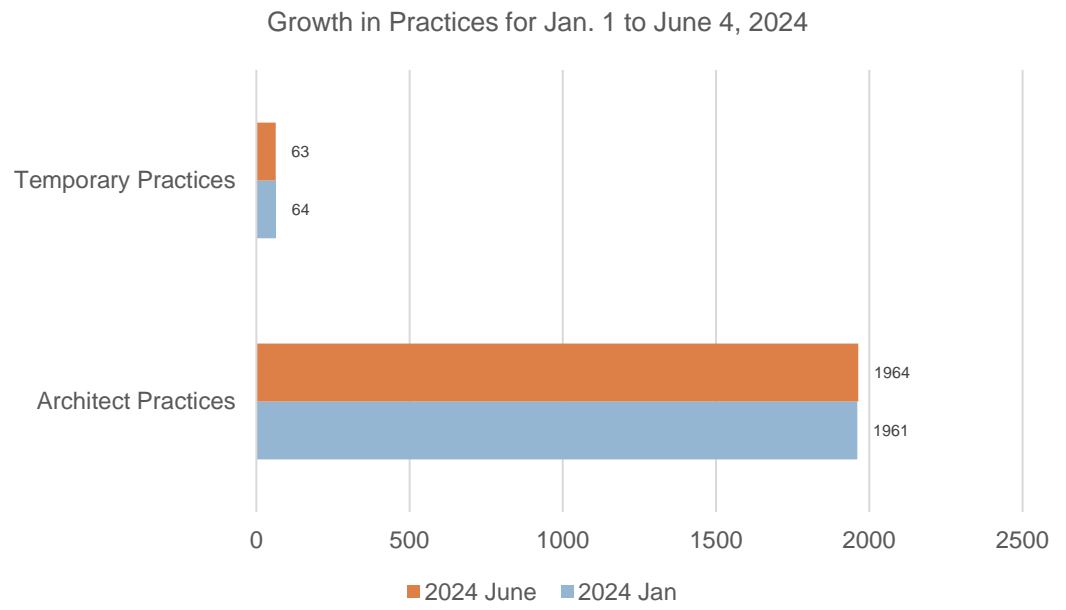
ITEM 6.4.a

To Be Distributed

Memorandum

To: **Council**

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
Natasha Krickhan	Jenny Lafrance
Michelle Longlade	Lara McKendrick
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Anna Richter	Kristiana Schuhmann
Susan Speigel	Edward (Ted) Watson
William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 6.5.a

From: Communications and Public Education Committee (CPEC)

Lara McKendrick, Chair	Mariella Amodio
Pearl Chan	Kurtis Chen
Jon Hobbs	Carl Knipfel
Elaine Mintz	Brigitte Ng

Date: June 6, 2024

Subject: Committee Updates

Objective: To provide an update on CPEC items and initiatives since the May Council Meeting.

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 set out in the *Architects Act.* More specifically, it 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**.**

CPEC hosted its most recent virtual meeting on May 31, 2024, to hear updates on ongoing projects and to address a number of priority items. (These brief oral status reports, which include Communications service area programs not directly under CPEC direction, are summarized in a separate memo regarding Communications updates.)

All members attended the majority of the meeting, and some discussion continued via email afterward. From a staff perspective, it was also attended by the communications manager and arch graduate, as well as the public outreach specialist (her final day with the OAA before taking maternity leave) and her interim replacement. The next meeting is planned to be in-person at the OAA Headquarters (or hybrid) on August 22.

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Actioning the Public Outreach Plan

K-12 as a Priority Audience

Under the OAA's Public Outreach Plan, K–12 is a priority audience for OAA education and outreach efforts. During a previous April meeting, the Committee reviewed three key tactics (ongoing and proposed) available to the OAA to reach students, their parents, and educators. Council will recall that among those tactics was consideration of the use of the platform **Chatterhigh** as an online career guidance resource.

Chatterhigh is "a gamified content engagement platform helping to prepare youth for life after high school." Founded in 2012, it aims to make it fun for students to consider various career paths available to them after secondary school. Used by educators and guidance councillors in schools across Canada, the platform relies on content provided by industry organizations that students review in order to answer career-focused questions. Over time, students' interests and aptitudes become clearer and the program exposes them to content that is more and more suited to those interests and aptitudes, thus helping them narrow down career options.

Chatterhigh approached the OAA in 2023 with interest in engaging us as an industry partner to increase the presence of the architecture profession, which is currently under-represented on the platform. The OAA's tailored content could ensure hundreds of thousands of students across Ontario (a number growing as additional school boards sign on) are exposed to career information related to architecture.

After consideration and discussion at their most recent meeting, the Committee has agreed to collaborate with Chatterhigh for a one-year trial partnership at which point outcomes will be evaluated. At this lower level, the cost is $4,000, which can be drawn from the existing Communications Operating budget.

Review and Recommendations of the OAA Funding Program

Based on feedback from the Public Education and Outreach Audit, anecdotal notes from Committee members, and feedback gathered from a recent Society Chairs meeting, CPEC has reviewed and discussed possible amendments to the OAA Funding Program. A number of key recommendations have been offered to improve the efficiency, transparency, and clarity of intent of the program, as well as to more closely follow accepted best practices among other funding bodies.

These suggested changes are being worked on by staff for review at the August CPEC meeting. The specific proposed changes to the funding program will be shared with Council at its September meeting. By way of preview, options being explored include:

- **revising the title** to offer clarity of purpose (i.e. Architecture Awareness Funding (rather than the current Public Awareness Sponsorships, which does not specify architecture and could be misleading as "sponsorship" carries certain connotations);

- **setting pre-determined tiered funding amounts** to avoid providing partial funding at the discretion of the committee—this encourages participants to indicate scalability should there not be enough to fund the full requested amount;

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- shifting deadlines to be several weeks later to better align with other internal OAA timelines and Committee priorities'

- improving the submission process' clarity/efficiency/transparency through use of Google Forms to collect information and explaining eligibility (and ineligibility) criteria in guidelines;

- improving the evaluation process' clarity/efficiency/transparency by clarifying evaluation criteria to guide committee decision making, offering an evaluation rubric to facilitate Committee discussion and consensus, and streamlining the CPEC-shared info package;

- **placing greater onus on those requesting higher amounts** whereas smaller amounts are less burdensome for groups that likely do not have the resources to complete lengthy applications (i.e. right-sizing the application processes); and

- **special consideration to be given to funding projects that address the OAA's key strategic themes** of Climate Action and EDI, including Reconciliation.

Again, Council will be advised of the specifics of these proposed modifications at the September meeting in order to ensure any changes made are in place before the 2025 funding cycle.

SHIFT 2025 Challenge – Theme Selection

The Committee discussed the theme selection for the SHIFT 2025 Challenge. Its proposal is presented in a separate memo.

Action

None. For information only.

Attachments

n/a

Ontario Association of Architects

Memorandum

To:	**Council**

		FOR COUNCIL MEETING
Settimo Vilardi	Loloa Alkasawat	June 20, 2024
J. William Birdsell	Jim Butticci	(open)
Kimberly Fawcett-Smith	Christina Karney	ITEM: 6.5.b
Natasha Krickhan	Jenny Lafrance	
Michelle Longlade	Lara McKendrick	
Elaine Mintz	Greg Redden	
Anna Richter	Kristiana Schuhmann	
Susan Speigel	Edward (Ted) Watson	
William (Ted) Wilson	Thomas Yeung	
Marek Zawadzki		

From: **Building Committee**

Lara McKendrick, Chair   Thomas Yeung, Councillor
Sheena Sharp, Member-at-Large

Date: June 10, 2024

Subject: Update from OAA Building Committee

Objective: To provide Council with an update on the activities of the Building Committee since the last Council meeting.

The Building Committee held its most recent meeting on June 4, 2024.

Landscape Design Competition

The Landscape Design Competition closed on May 16, 2024, with 19 Teams making a final submission. The public had an opportunity to review the submissions on the OAA Website as well as share their comments with Professional Advisor, Joe Lobko during Doors Open on May 25 & 26. There was a tremendous amount of positive feedback.

The Technical Advisory Team and Senior Staff/Building Committee evaluated the submissions between May 20 – 29. Lobko compiled the evaluations, along with comments from OAA staff and the public and presented them to the Landscape Design Competition Jury Members.

The Jury met on June 6, 2024, for a full day at the OAA Headquarters. Before the Jury began their deliberations, the following individuals provided comment including thanks to the Jury for their participation and general remarks regarding key project objectives and sites requirements: OAA President Settimo Vilardi, OAA Executive Director Kristi Doyle and Vice President & Building Committee Chair Lara McKendrick. Each member of the Technical Advisory Team also presented their analysis to the Jury. A full day of

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of Architects

deliberations ensued, which will be presented to Council during the in camera portion of the upcoming Council meeting, prior to an official announcement of the winning entry at the June 27 evening event.

OAA President's Wall

At the April 9 meeting the Committee reviewed Council's approval of the Presidents' Wall concept and direction to proceed with schematic design. OAA Headquarters Renovation & Refresh Architect David Fujiwara has now provided a schematic design for the Committee to review. The Committee is in support of the work done to date, however, has requested Fujiwara provide some additional information, including how the lighting will be handled and how the name plates will be fastened. As such, the Committee will delay bringing forward a final recommendation until the September Council meeting.

National Research Council

The National Research Council (NRC) has advised that they will once again use the OAA Building in the context of case study research and data they have collected. OAA Staff will request that the information also be packaged to provide the OAA with an updated report on the 'net zero' performance of the building.

Action

None. For information only.

Attachments

None.

Ontario Association of Architects

Memorandum

To: **Council**

Settimo Vilardi   Loloa Alkasawat
J. William Birdsell   Jim Butticci
Kimberly Fawcett-Smith   Christina Karney
Natasha Krickhan   Jenny Lafrance
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William (Ted) Wilson   Thomas Yeung
Marek Zawadzki

FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 6.5.c

From: Kristiana Schuhmann, Vice President & PRC Chair

Date: June 7, 2024

Subject: Practice Resource Committee (PRC) - Update.

Objective: To update Council on Practice Resource Committee (PRC) activities.

Activities Report – Practice Resource Committee (PRC)

Practice Resource Committee had its third meeting of 2024 on Thursday June 6. The meeting was conducted virtually. The meeting focused on the following key items:

General Updates:

A brief overview of the OAA Conference in May in Niagara Falls and the May Council meeting was presented.

Staff provided a brief update on the launch of the renewal of the CSA Access Program on June 1st, including additions to the current items in the OAA's standards library. The renewal will include access to updates related to the building codes. A communication plan has been activated.

PRC continued discussing the recent launch of the new Ontario Building Code 2024, noting that it will take the industry time to gain an understanding of the changes between the 2012 version and that of 2024. As reported via OAA News and the Practice Advisory Newsletters, it is expected that the MMAH will announce training sessions in the upcoming months. Committee members were encouraged to become familiar with the new code and compendium in anticipation of completing related 2024 Workplan deliverables.

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<u>Document Development and Maintenance</u>

PT.03 Building Code Data Matrix & other resources impacted by the new OBC:
Given the extensive changes present in the new building code and compendium, the data matrices will need to be revised. As per the 2024 Work Plan for the committee, PRC has been tasked to support with a review of the code matrices and code updates. Staff is currently assessing the extent of the changes and scheduling the work required for the updates. The committee aired concerns of the need for clarity on aspects of the rollout of the new code including the approach to harmonising with the National Energy Code and the determination of substantial completion of a project's drawings during the period of transition starting January 1st.

OAA/OGCA Take Over Procedures (Document 100): The Chair and Manager, PAS provided a brief overview of OAA OGCA Best Practices Committee meeting that occurred on May 28, including an update on the revisions being done on the existing [Document 100-2018 OAA/OGCA Take-Over Procedures](#). As discussed at the meeting, PRC will be asked to comment on the draft document over the summer. The OAA and OGCA plan to re-issue this joint resource later this year.

PT.25 Design-Build: Using OAA 600–2021: Staff provided a status on this update to Practice Tip PT.25 Design-Build: OAA 600–2013. PAS is currently working to consolidate legal feedback and is aiming to present a draft for review by the committee later this summer.

Exploring the Creation of Resources on Succession Planning, Retirement & Business Continuity: PRC was asked to brainstorm & comment on the draft outline of a series of possible new resources (likely a Practice Tip series) for the membership. [Practice Hotline](#) gets several calls/emails a year on this topic. The feedback from PRC will be reviewed this summer. More details to come.

<u>Other general practice topics/Emerging Issues discussed:</u>

- Nuances between the interpretations of "shall" and "may" in contract language are being debated in the U.S. This debate will be monitored to determine if it has any impact on contract wording in Canada.

 Action

None. For information only.

Attachments

None.

Ontario Association of Architects

Memorandum

To: **Council**

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
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Susan Speigel	Edward (Ted) Watson
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Marek Zawadzki	

FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 6.5.d

From: Susan Speigel, Chair, Policy Advisory Coordination Team (PACT)

Len Abelman	Toon Dreessen
James Eduful	Ibrahim El-Hajj
Cory Stechyshyn	John Stephenson
Ted Watson	

Date: June 10, 2024

Subject: Update on the Policy Advisory Coordination Team's (PACT) work.

Objective: To update Council on PACT's ongoing work.

PACT has not met since its last report to Council. The June 4 meeting as been rescheduled to June 27, 2024. At that time, the Committee will have its regular meeting and will also make its selections for the 2024 Queen's Park Picks.

At the June 27 meeting, PACT will:

- Make the nine 2024 QPP selections;

- Share their feedback from Conference, especially regarding the Plenary; and,

- Share insights from the Learning and Innovation Symposium on Innovations in Housing and Public Infrastructure that some members plan to attend virtually.

Their work continues to progress on several files, including:

- Queen's Park Picks: The period for MPP nominations was extended to May 17, 2024. In the end 29 MPPs nominated 33 buildings for consideration as Picks this year. Despite a lower turn out of MPP nominations than last year, this year's

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focus on housing challenged MPPs to think about architecture in broader terms and has already proven itself a useful tool to *"expand the public conversation about architecture…"*.

The QPP event will take place in person on October 22, 2024 from 5:30 pm to 7:00 pm at the Main Legislative Building at Queen's Park.

- Updating the Site Plan Approval study: Further to Council's approval to fund the update on the Site Plan Approval study, OAA staff has been in contact with Altus to confirm the Association's desire to proceed with the study and to identify timelines for delivery of the final report. PACT will report back to Council as this project moves forward.

Action

None. For information only.

Attachments

None.

Memorandum

To: **Council**

Settimo Vilardi	Loloa Alkasawat	FOR COUNCIL MEETING
J. William Birdsell	Jim Butticci	June 20, 2024
Kimberly Fawcett-Smith	Christina Karney	(open)
Natasha Krickhan	Jenny Lafrance	ITEM: 6.5.e
Michelle Longlade	Lara McKendrick	
Elaine Mintz	Greg Redden	
Anna Richter	Kristiana Schuhmann	
Susan Speigel	Edward (Ted) Watson	
William (Ted) Wilson	Thomas Yeung	
Marek Zawadzki		

From: Loloa Alkasawat, Councillor and Chair of the Interns Committee

Date: June 11, 2024

Subject: Interns Committee – Update

Objective: To Update Council on the Interns Committee Activities

---

The Interns Committee (the Committee) is a discretionary committee of the OAA tasked with performing functions on behalf of Council. The Interns Committee has organized its efforts around its annual work plan as follows:

Mentorship

The final version of the updated Mentorship Guide has been posted to the OAA website. In recognition of the update and to encourage mentorship participation, the Committee organized outreach at the OAA conference by creating a poster. The poster featured a QR code that will link to the updated Mentorship Guide and encourage OAA members to dedicate their time to mentoring Intern Architects. The poster was displayed in the main registration area of the conference in Niagara in order to garner the most exposure.

Ongoing Communications – Building Connections

The Committee has assigned a group to create a list of contacts to start building connections. The plan is to design an email template to send to these various architectural organizations to facilitate a communication bridge that could be mutually beneficial to both organizations. This group will be defining goals and targets to be presented at the next Committee meeting.

Planning for the annual Meet the OAA Event will begin in June.

Instructional Videos

The Committee tentatively plans to develop three new instructional videos which will encompass the licensure process in Ontario, the IAP Manual and the examination process. A group within the Committee is researching examples from other jurisdictions. Once the Committee has a project work plan for this item it will be presented to Council for review and approval.

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Acceptance of Undergraduate Student Experience in the IAP

No action on this item yet, Committee members studying this item to convene shortly.

ExAC Assessment

The Committee will be seeking more information regarding the CExAC process of results reviews, scoring and concerns/complaints regarding the ExAC.

Action

None. For information Only.

Attachments None

Ontario Association
of Architects

Memorandum

To: **Council**

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
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William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 7.1.a

From: Erik Missio, Communications Manager

Date: June 6, 2024

Subject: **Mid-2024 Operational Plan Update: Communications**

Objective: To provide Council with an update regarding activities undertaken in relation to the Operational Plan by the Communications service area during the first half of 2024.

This memo provides a semi-annual update on activities within the Association's Communications service area, as well as progress made in relation to operational priorities for 2024, as discussed with Council at the January planning session.

Update on Regular Programs and Services

Website

The Association's virtual headquarters, the OAA Website is updated several times daily. This includes the addition of third-party Continuing Education (ConEd) learning opportunities, events of interest to the profession, news in the media, or updates to documents in the Practice Advisory Knowledge Base or Documents & Publications database. In many ways, the OAA Website is actually two sites—a publicly accessible one and also another site reserved for members and those with OAA status. (This site includes certain member-facing documents like RFP Alerts and also the means to renew status, access transcripts, or use the CSA Standards program.)

There is a continual refresh of content on both sites—whether updated wording to reflect changes in programming/policies or new information for the public. Whenever the OAA launches programming or initiatives, the website is updated in tandem with social media and e-communications to reflect the latest information. Examples include recurring items (such as the end of the reporting cycle for the ConEd program, announcements related to

Ontario Association of Architects

Conference or awards, or the addition of supporting documents for the Annual General Meeting) and call-outs like a request for webinar proposals, invitations to participate in voluntary surveys, or new landing pages for programs like the Landscape Design Competition.

Site traffic continues to rise, year over year. As a snapshot, there were **7,700 weekly users** during the period of May 26–June 1, and approximately **120,000 users** over the calendar year thus far.

For the first six months of 2024, there has been some important web development work, with the OAA's consultant, Enginess. Examples include the development of this year's Conference Program (separate from the iMIS registration site), which now has refined search, filtering, and ordering capabilities that will serve the Association well for future events.

Recent efforts have focused on better integrating the OAA Directory on the website with iMIS to ensure those licences with Terms, Conditions, and Limitations are clearly articulated. Additionally, work has been done to troubleshoot and streamline the Careers & Opportunities section, improve polling tools for the People's Choice Award voting program, and explore preliminary options for using the OAA Directory's practice listings to include proximity searching. This would allow users to find architecture practices within a 25-km radius of their location—a matter that was raised in the context of ongoing discussions with the Local Architectural Societies.

No additional major development work is expected for the remainder of the year, though OAA Communications staff will be busy making in-house updates to the website once there is more clarity on the issue of limited licences as well as provincial legislation's impact on the path to becoming an architect. Such updates will be pervasive throughout both the member and public sites. Other updates will be related to the ConEd cycle (the ending one as well as the new one), Council elections, the forthcoming SHIFT Challenge, and possibly building code changes that have an impact on PAS documents.

Based on website analytics from January 1 to May 31, 2024, the top five pages on the **publicly accessible site** (not including the home page) are:

5. Continuing Education page;
4. Search;
3. OAA Conference pages;
2. OAA Directory; and
1. Employment Opportunities.

For the **member-accessible site**, the five most-accessed pages are:

5. Architect member page;
4. Employment Opportunities;
3. Search;
2. Fees and Renewals; and
1. Intern Architect page.

Ontario Association of Architects

OAA staff receive direct feedback to facilitate edits or changes, occasionally through the website's Digital Suggestion Box. Most of these relate to navigation and searching for particular items. Improvements continue in this regard, but site indexing also means Google and other third-party search engines have emerged as effective ways of finding items on the OAA Website.

To reflect the Strategic Plan's themes of Equity, Diversity, and Inclusion (including Truth & Reconciliation) and Climate Action, OAA staff also continue to tag relevant news, events, and learning opportunities to ensure they appear in those discrete sections. There is also continual effort to tag items for Public Resources.

E-communications

The OAA Communications team remains aware of the dangers of email overload/fatigue, but also understands many members rely on such emails to stay informed of various important happenings with the Association or wider profession. As much as possible, the OAA limits the sending of emails to once a week, but there are instances when time-sensitive matters require a greater frequency. Currently, staff use MailChimp to send e-communications though there is ongoing exploration of leveraging iMIS for certain messages of a purely regulatory nature.

During the first five months of 2024, there have been 11 editions of the biweekly *OAA News* e-newsletter (redesigned late last year), each with eight to 10 news stories and additional links to the website. Emphasis is also placed on events, ConEd opportunities, volunteer and consultation activities, and wider industry news.

In this same timeframe, there have also been 10 *Conference Bulletin* emails to promote the *Housing: Pushing the Envelope* event in Niagara Falls last month, as well as three *Practice Advisories*, developed with the Practice Advisory Services (PAS) team. About a dozen special e-bulletins have also been sent to either all those with OAA status or select groups to share timely information on OAA initiatives like the Demographic Survey, Awards program, or Landscape Design Competition. These voluntary emails (i.e. special bulletins, Practice Advisories, OAA News) generally go out to more than 8,450 members.

Communications also sent fees-related emails regarding individual and practice renewals and several *Regulatory Bulletins* sharing information on related to limited licences under the *Architects Act* for former Lic.Tech.OAAs or changes to the path to licensure brought on by provincial legislation, such as the *Fair Access to Regulated Professions and Compulsory Trades Act* (FARPACTA). All these stories are also shared on the OAA Website and on social media.

In addition to connecting with those who have OAA status, Communications also sends press releases to media on certain items, including announcing awards recipients, sharing news about special events like Conference or Doors Open Toronto, or initiatives like the Landscape Design Competition.

Social Media

The OAA continues to use Instagram, X (i.e. formerly Twitter), and Facebook to share the vast majority of the information found in its e-newsletters and website. LinkedIn is also

Ontario Association of Architects

used for issues related to Continuing Education opportunities as well as occasional paid advertising campaigns—for example, encouraging the public to vote for the People's Choice Award.

YouTube is employed for sharing of all videos—the AGM, the Keynotes (for temporary periods—the virtual keynote has now been removed, but the closing keynote will remain active for another six weeks or so), and special events related to Conference. During the course of the year, OAA Continuing Education Webinars are now being posted. Videos are available on demand as individual components on the channel, as well as a series of playlists (e.g. Conference, or Design Excellence Projects).

This year, OAA staff began to use Metricool, a social media scheduler, which has made publishing, scheduling, and reposting a lot more efficient and quicker throughout all the platforms. It allows staff to have a weekly or monthly overview of what stories/events have been shared and enables analytics to be seen across the board.

Staff continue to plan an **annual calendar of evergreen messaging** to public across channels about the role of the OAA as a regulator and about the role of the architecture profession and the built environment.

Currently, a **policy on the use of images** for both social media and the website is in development to ensure best practices with respect to both accessibility and copyright, along with consistency in stock image use and credit.

As shown below, social media audiences are holding steady or growing.

Followers: 8,239 (up 662 followers from last June)

Followers: 7,920 (up 14 from last June)

Followers: 2,708 (up 120 from last June)

Followers: 15,777 (up 2,264 from last June)

Public Outreach Events

This year's **Doors Open** event at the OAA Headquarters was an exciting success that built upon last year's record numbers, with an estimated 800+ visitors coming to the OAA Headquarters to learn about the Association, the architecture profession, the building, the

SHIFT Challenge, and the built environment's role in climate action. Former Building Committee Chair and OAA Past President Sheena Sharp gave numerous tours for both days of the weekend event, with staff also stepping in for abbreviated, non-technical walk-throughs, highlighting the Headquarters attributes for being a flexible, healthy workspace with minimal carbon impact.

This year, two additional features drew people to the building. **The Landscape Design Competition Exhibit** (discussed below) featured all 19 anonymous submissions, showcasing the inventive proposals for the audience. Professional advisor Joe Lobko was present the entire weekend, answering questions, explaining the importance of both thoughtful landscape architecture and design competitions, and enabling members of the public to offer feedback that would be shared with the jury.

The other new component was an activity organized by volunteers from the Toronto Society of Architects—**Paper City**—which encouraged families and children to create their own buildings in an engaging craft and then place them in a larger "city planning" context. Should the OAA participate in Doors Open next year, thought will need to be given about what "new" activities can be offered to engage with visitors.

In terms of other large-scale events at the OAA Headquarters, work is currently being finalized on a **June 27 celebratory reception** where the winning team of the Landscape Design Competition will be revealed, along with honourable mentions. In the fall, there will be plans to host the biennial **NOW Lecture**, which features a talk by the year's Best Emerging Practice winners.

In the first half of 2024, the OAA also supported numerous Society and third-party events by sponsoring programming via Public Awareness Sponsorships and Special Project Funding, as detailed in previous memos from the Communications and Public Education Committee (CPEC). That Committee has also been instrumental in making decisions for this and next year's Conferences, including the selection of a virtual keynote that took place in March, which was very well attended (and then shared with a public audience for a limited window).

The closing keynote and opening plenary at Conference were well-received on an anecdotal level, and it will be interesting to see reaction in the more-formal surveys sent to attendees. Both these events are also on the aforementioned YouTube channel.

Communications assisted the Executive Director in authoring online articles for the Ontario Building Officials Association (OBOA) to connect with other industry partners about topics like professional design requirements, site plan approvals, as well as how the OAA enforces the *Architects Act*. OAA staff also assisted with the President for various interviews and stories with *Daily Commercial News, Canadian Architect*, and Niagara region radio stations.

Similarly, Communications staff offer support for the President and Councillors with respect to speaking notes for events on a variety of scales, from greetings delivered to industry allies at the OAA Headquarters to presentation lines for award ceremonies or university scholarship presentations to Conference events.

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of Architects

Podcasting

During the first part of the year, the OAA shared another four episodes of the public-facing ***Architecturally Speaking* podcast** series. The following links are to YouTube, though the episodes are on the [OAA Website](#) and widely available via other podcast sources:

- [The Future of Housing: Laneway and Garden Suites](#);

- [Designing for All: Accessibility in Architecture](#);

- [Designing for Dignity: Perspectives on Care & Community](#); and

- [Immersive Habitats: New Models for Zoo Design](#).

The series, which is currently at more than 1,550 downloads, will continue in the second half of 2024, with three more episodes planned. The first of these will examine design competitions—what they are, why they matter, and how they come together. After these three episodes, staff will discuss with CPEC how to explore the merit of continuing the program.

Awards

OAA staff led the biennial in-depth process related to the Design Excellence and OAA career awards throughout the first five months of the year. Activities included:

- closing the call for submissions in January;

- hosting the two Jury Days in February (and sharing the information with jurors in the leadup);

- working with *Canadian Architect*'s team in producing the digital and physical book throughout March and April;

- liaising with the winners to ensure accurate info for website, publication, and physical awards, as well as coordinating appearances at the OAA Conference Recognition Lunch and Celebration of Excellence;

- managing and promoting the People's Choice Award voting process;

- liaising with the Office of the Lieutenant Governor regarding the namesake award;

- updating the website and sending press releases to spotlight first the 20 finalists and then the 10 winners; and

- helping produce the Recognition Lunch and Celebration (working with emcee Erica Ehm).

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In addition to the 10 Design Excellence winners (and three "secret" awards), the other biennial honours were Best Emerging Practice, Lifetime Design Achievement, Honour Roll, and the inaugural Medal of Service. (The prototype medallion was bestowed upon its recipient, but it is being slightly reworked.)

Update on Progress Toward Special Operational Activities or Projects

This section explores the ongoing status of specific items mentioned during Council's strategic planning session in January.

Regulatory Information on the Website

Working with the Office of the Registrar, Communications staff have been auditing the OAA Website to determine which previously removed Lic.Tech.OAA/OAA Technology Program material can be potentially modified and reinstated depending on the outcome of the limited licences. This is applicable to not only webpages, but also inclusive language throughout, documents, etc. (Currently, the OAA's in-house identity guide is being reworked to reflect new messaging and language rules, including the capitalization of all statuses.) It would also theoretically have an impact on the OAA Directory as well as the Mentor Directory.

Once there is an outcome for limited licences with broader timelines known, staff will also be working on both internal and external communications to ensure audiences are aware of this member type and the Technology Program pathway.

New content and general futureproofing considerations for OAA Website continue regularly, with refreshed Licensing & Registration pages for both Ontario and internationally trained individuals in the context of FARPACTA and other regulatory changes (in concert with OOTR).

K–12 Big Think

With K–12 students, parents, and teachers identified by CPEC as a priority audience within the public outreach plan, planning for an event—a continuation of the original K–12 Big Think from 2023—has already begun in concert with the Toronto Society of Architects. Guests are being identified for this virtual gathering where educators and school board representatives can explore opportunities to infuse architectural content into Ontario classrooms. The findings will be summarized into a report that will be shared with Council.

Work with staff and volunteers to identify relevant information for inclusion on the evolving K–12 webpage, drawing resources from second K-12 Big Think and other sources as appropriate, also continues.

OAA Video Tour

Working with Universus Media Group, OAA staff are continuing to work on a series of videos about the Headquarters, showcasing its response to climate action. Rather than one documentary, this will be a series of mini-videos that will be shared publicly to raise

awareness and appreciation about changes to existing buildings to improve resiliency and performance in a time of climate change.

Senior staff have approved scripting and various subject matter experts who will also feature in the videos—this project began in 2023 with the OAA Building Committee. Earlier this month, the production team toured the building to prepare for on-site recording and determine enhanced content.

Landscape Design Competition

While the Landscape Design Competition itself is very much the domain of the Building Committee, OAA Communications staff have assisted with the creation of the design brief, coordination of the gallery at Doors Open, the collection of information on the website (including showcasing the anonymous proposals), and the facilitation of the actual digital submission process.

After this month's announcement celebration, the role of the Communications team will be to support the project as it moves forward, leveraging ways to raise awareness about the actual site work as well as broader understanding among the public and media about the importance of landscape architecture (and the architecture profession's opportunity to play a collaborative role) and design competitions on a more general level.

Work with Local Societies

OAA staff, in particular the Executive Director, Public Outreach Specialist, and Arch Grad, in concert with the OAA President, continue to liaise with the Local Architectural Society chairs to further dialogue about the relationship between the Association and these groups.

There has been further collaboration regarding a website "toolkit," as well as discussions virtual and in-person at Conference regarding governance and funding (i.e. looking at per-capita funding and considering revisions to funding/fee structures). OAA staff are also building out the member-side Local Society resources page and Society Handbook, eliciting feedback on which "how-to" materials would be most beneficial.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
Kimberly Fawcett-Smith	Christina Karney
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William (Ted) Wilson	Thomas Yeung
Marek Zawadzki	

From: Claire Hepburn, Deputy Registrar

Date: June 6, 2024

Subject: **Semi-annual Update – Continuing Education Service Area**

Objective: To provide a mid year update on the activities under the Continuing Education service area.

FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 7.1.b

End of Cycle 2022-2024

As of the date of this memo, there is less than one month before the end of cycle deadline. Staff are busy with the operational and administrative aspects of preparing to finalize the cycle transcripts. Included in this work is direct member support regarding end of cycle requirements.

Given the unprecedented level of non-compliance with the last cycle, member communication and outreach has been the focus for this year's end of cycle. Beginning in December 2023, targeted messages have been sent to members with outstanding hours to report; notifying them of end of cycle and that action is required otherwise they may face regulatory sanctions. Outreach has been sent monthly beginning in December and, for the month of June, will be sent on a weekly basis to members who have outstanding learning hours to report on their transcripts.

Additionally, the Continuing Education Team developed and hosted a webinar on June 3, 2024 titled "Introduction to the ConEd Department". There were 429 registrants for the webinar. The webinar provided practical information about the importance of continuing education, how

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to complete the OAA transcript, how to register for and submit proposals for webinars, information about the OAA's annual conference, and other education offerings at the OAA.

Even with the efforts above, at the time of writing this report, approximately 50% of members have not completed their online transcripts.

Non-compliance for 2022-24

On May 21, 2024, OAA Council resolved to revise the non-compliance fees for OAA members who do not complete their mandatory Continuing Education hours and record them in the OAA's online transcript before the end of the cycle deadline. A single fee of $750 replaces the previous two-tiered fine structure (where first-time non-compliance and subsequent late times were $500 and $1000, respectively).

Additionally, after Council approved of the modernization proposal for the handling of ConEd non-compliance from the September 21, 2023, Council meeting, amendments to the *Architects Act* and regulations are being finalized with the Ministry of the Attorney General (MAG). As per the Council action item, review of all ConEd policies was undertaken to ensure harmonization and consistent administration. Arising from this work, is a separate memo before Council to approve the newly drafted *Continuing Education Policy*, which consolidates seven separate policies. This memo also considers matters related to ConEd proof of attendance, updates in consideration of the proposed regulation amendments and general housekeeping.

On the operational side, changes within the functionality of the OAA database iMIS are underway to allow members who are non-compliant at the close of the cycle to continue to enter outstanding hours. This operational adjustment is in keeping with efforts to streamline the administration of end of cycle processes.

Once the member's hours are complete, the 2022-24 transcript will be locked and the 2024-26 transcript will be open for the member to begin reporting under the new cycle.

Mandatory Continuing Education on Climate Action

At its May 2024 meeting, Council approved a motion to continue Mandatory Continuing Education on Climate Action for the 2024–2026 cycle. Required hours will continue to be structured learning hours and members can seek out their own learning opportunities or select from related sessions included in the OAA Continuing Education

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of Architects

Webinar Series and the OAA annual conference. To be eligible, the
sessions must focus on topics including, but not limited to:

- Adaptive reuse;
- Deep-energy retrofits;
- Embodied carbon;
- Energy modelling;
- Energy step codes (e.g. Toronto Green Standard)
- High-efficiency wall assemblies;
- Life cycle analysis;
- Local materials and supply chains;
- Low-carbon design;
- Material reuse strategies
- Operational and embodied carbon (and offsets);
- Passive House;
- Regenerative design;
- Resiliency;
- Sustainability metrics (e.g. TEUI, TEDI, and GHGI);
- Sustainable design; and
- Zero emissions design.

Climate Action hours from the previous cycle that are in excess of the requirement for the current cycle will not be carried forward. It keeping with discussion at the May Council meeting it is important for members to undertake climate action within the two year cycle itself.

Approximately 1,500 members have yet to complete their climate action hours for the 2022-24 cycle, with less than a month until the end of the Reporting Cycle

Continuing Education Webinars Series

From January to June 2024, there were 3,592 enrollments, which is a higher rate than for the same period last year (2,213). There were seven webinars offered free to members during this six month period.

Net revenues for OAA webinars from January to June 2024 total $86,221**.** This represents a significant increase from last year's total amount, which was $55,754.

Here is a list of OAA webinars offered to members:

1. Building Blocks of Innovation: An introduction to generative AI for architects.
2. Understanding your Role as a Licensed Professional
3. Reframing "The Project": Project Management and Operational Management in The Design Endeavour
4. Calculate your project's embedded Carbon in Part 9 construction with the Material Carbon Emissions Estimator (MCE2)
5. Fabrication Design & Constructability for Mass Timber Structures

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6. Condos, Architects and Tarion's New Home Warranty
7. Healthy Interior Design: Lessons learned from a pandemic
8. Building the Business Case to Build Sustainably
9. Build Climate Smart – Preparing Canada's Built Environment for Climate Change
10. Embracing Digitization and AI in Architecture
11. Architects and Prompt Payment (under the Ontario Construction Act): How does this affect your practice?
12. Architects and Adjudication (under the Ontario Construction Act): How does this affect your practice?
13. Building Reuse, Embodied Carbon & Climate Action
14. The Franklin Flats Story: Innovative, Low-Carbon Strategies for Affordable Housing
15. ISO 19650 for Architectural Companies
16. Addressing load management challenges for the "new load" profiles of energy efficient homes
17. Communicating the Value of Design in Architecture
18. CSA
19. Low Carb Design - Embodied Carbon: What is it and how architects can reduce it?
20. Simplified & Sustainable Acoustic Solutions for Mass Timber Buildings
21. Making succession work for your firm
22. Using Plants to Green Buildings

Call for Webinar Proposals

The call for proposals for fall 2024 was issued earlier this year. The Continuing Education Advisory Group has reviewed the submissions received and approved the following webinars:

1. Barrier-free, Accessible or Inclusive Design? Become a Design-for-All Ally.
2. Usage of AI and IR Imaging in Energy Efficient Retrofits
3. Navigating Ontario's new 2025 Building Code
4. Electronic Document Authentication Requirements: What you Need to Know & How it Works and Use Case Examples
5. CSA Access Program
6. The Narrative Blueprint: High Impact Storytelling for Architects
7. Beyond the Glass Ceiling – The Real Role Women Play in Female Workplace Advancement
8. Practically Magic: Practical applications for AI in Architecture and Construction
9. Access for All Canadians thru' Universal Design
10. Carbon and Net Zero in the Low-Rise Residential Sector
11. Design buildings to provide ecosystem services like trees
12. A Specification Based Approach to Embodied Carbon – Discoveries, Challenges, and Opportunities

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13. IFT, that's it!!! Except for Addendums!
14. Commissioning 101- An Introduction for Architects
15. Designing Futures: Biophilic Architecture and Sustainable Well-being in Educational Spaces
16. Massive Passive: Innovations in Affordable Housing through Mass Timber Passive House Construction
17. Effective Project Planning for Tall Timber Residential Buildings

There are two other tentative webinars in development by OAA Practice Advisors and other staff, one dealing with the Ontario Building Code Matrices and the other dealing with professional conduct and competence and the OAA complaints process.

Online Course "Fundamentals of Running an Architectural Practice"

In partnership with the University of Toronto (U of T), the OAA's *Fundamental's of Running and Architectural Practice (FRAP)* is offered twice a year. The course is eligible for 31 structured learning hours under the OAA Continuing Education Program.

The 2024 winter semester had 38 learners registered. The School of Continuing Studies has reported that other courses are experiencing the same low enrollment numbers. The enrollment date for the 2024 Fall FRAP course is September 30.

This summer, the annual course content will be reviewed and updated. The Continuing Education staff is developing a roster of substitute subject matter experts, who will be engaged in teaching the course in cases when the assigned SME is not available to lead a webinar.

OAA staff and U of T continuing studies administrators meet once a month to address any ongoing matters with FRAP.

Admission Course

The OAA Admission Course is a mandatory requirement for licensure for all Intern Architects in the IAP. The course is offered in partnership with the University of Toronto, School of Continuing Studies.

The online course is offered three times a year.

For this reporting period, it was offered twice, the Winter Semester, (from January 8 – March 10) with 173 enrolled, and the Spring Semester, (from April 1 – June 2) with 119 enrolled.

This summer, the annual course content will be reviewed and updated. The Continuing Education staff is developing a roster of substitute subject matter experts, who will be engaged in teaching the course in cases when the assigned SME is not available to lead a webinar.

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OAA Conference 2024 in Niagara Falls

The 2024 Conference was a resounding success with 719 registrants.

The Call for Presenters started in June and ended on October 10. Over 80 proposals were received from OAA members, third party organizations, and members of the public in Canada, the United States and abroad.

The Continuing Education Advisory Committee vetted proposals and curated sessions to finalize 63 sessions with over 90 speakers for the 2024 OAA Conference.

Speakers include 51 OAA members, and international speakers from Vienna, Rotterdam, Denmark, the United Kingdom and the United States.

Experiential Learning provided extended Continuing Education credits to members in sessions off-site. This included two to eight hours of learning. The majority sold out before the conference date.

New this year was the inclusion of attendee barcodes to be scanned before entering their selected sessions.

Action

None. For information only.

Attachments

None

Ontario Association of Architects

Memorandum

To: **Council**

Settimo Vilardi	Loloa Alkasawat
J. William Birdsell	Jim Butticci
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FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 7.1.c

From: Melanie Walsh, Manager Finance

Date: June 6, 2024

Subject: Second Quarter Operational Plan update

Objective: To provide an update regarding the activities undertaken in relation to the Operational Plan for the Finance service area

This report is the second of two semi-annual updates on the 2024 activities in the Finance service area, including progress made in relation to operational priorities for 2024, as discussed with Council at last January's planning session.

Update on Program(s)/Services

Annual Budget Development

- The OAA 2025 Budget process will begin in mid-June. OAA staff will begin to prepare budget reports in concert with Committee Chairs as appropriate for review with the Executive Director and Finance and Audit Committee at the end of the third quarter.

Annual audit:

- The annual audit was completed in February within the prescribed timeline, and the Audited Financial Statements were approved by Council in March for presentation at the Annual General Meeting in April.

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Annual fee renewals:

- As at May 30, 2024 99.5% of individual dues and 99% of Certificate of Practice Fees were collected.
- This represents 84% of our annual budgeted revenue.

Update on progress towards special operational activities or projects

Updating format for the Examination for Architects in Canada (ExAC) annual budget

- Updating ExAC's annual budget to align with the budget format that the OAA uses was completed in the first quarter. This has been well received by the national committee and the members of the Regulatory Organizations of Architecture in Canada (ROAC).
- To continue to align the ExAC financial process with best practices, the timeline for the development of the ExAC budget will shift to its third quarter, ensuring it is completed and approved by ROAC prior to year end.
- As a reminder, the OAA is responsible for management and administration of the ExAC finances on behalf of ROAC.

OAA Database and Finance upgrades

- OAA Finance staff will be working closely with IT staff over the coming months as we prepare for an upgrade of the OAA iMIS database. This upgrade will make important improvements for the Finance service area in terms of processing, tracking and reporting.

Three-year plan to reallocate unrestricted reserves

- As per the three-year plan approved by Council in late 2023, the first transfer was completed in the second quarter. $1,005,796 was transferred to the Major Capital Reserve and $800,624 was transferred to the Operating Reserve
- The Finance & Audit Committee continues to focus on ensuring that reserve fund balances are compliant with CRA and OAA policies, as well as sufficient to cover upcoming approved capital projects.

Action

None. For information only.

Attachments

None

Ontario Association of Architects

Memorandum

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FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 7.1.d

From: Kathy Armbrust, Human Resources Manager

Date: June 10, 2024

Subject: Semi-Annual Update from Human Resources & Administration

Objective: To provide Council with an update regarding activities under Human Resources, Operations and Administration for Jan 1 - June 1, 2024

The following activities occurred in the first half of 2024 under Human Resources, Operations and Administration.

There has been a focus on Operational Aspects including the Landscape Design Competition. This entailed engaging our Professional Advisor, Joe Lobko, as well as supporting and facilitating Workshops and Meetings with the Building Committee to determine the criteria and process for the landscape competition. Another operational focus was on a creating a Building Operator Manual and cross training staff to maintain the building. Finally, we have improved internal processes for hosting meetings and events, which have resulted in lot of positive feedback from visitors.

Further steps were taken on the Multi-Year Roadmap plan:

- Organizational structures continue to be considered. It became very clear that there has been a substantial increase in the activities related to enforcement and complaints over the last five years, but significantly in the last two years. Contractors have been used to take on this additional workload.

- An in-depth analysis of the work activities for the Office of the Registrar (OFTR), Continuing Education and Operations was conducted with a goal of achieving efficiencies and effectiveness of each role and across departments. This process resulted in improvements such as cross training and process improvements.

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- Weekly internal Peer-to-Peer training covered a variety of topics including: Accessibility, Being a Bystander and Ally, the process of a Bill becoming a Law, the new OAA Technology Program, the Local Societies, upcoming changes to the technology we use etc.

- The following roles were filled: Coordinator, Complaints and Act Enforcement, Public Outreach Specialist, Building Operator and Arch Grad

Action

None. For information only.

Attachments

None

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Memorandum

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FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 7.1.e

From: Abhishek Chaudhary, Information Technology Manager

Date: June 20, 2024

Subject: Information Technology service area – Semi-Annual update

Objective: This memo is the first of two semi-annual updates on 2024 activities in the OAA's Information Technology service area, including progress on the operational priorities.

Office 365 Upgrade

We have marked a successful completion of Phase 1 of our Office 365 Upgrade initiative, focused on Cloud Data and Information Protection. During this pivotal phase, we designed and implemented a robust suite of tenant-wide policies, totalling approximately 75, which will serve as the cornerstone governing the entire Office 365 ecosystem. These policies, carefully crafted to optimize user workflow, fortify security measures, and enhance overall productivity, underscore our commitment to excellence.

Our efforts under Phase 1, under the umbrella of Cloud Data and Information Protection (CDIP), included significant enhancements to the Multi-factor Authentication process. By transitioning from Cisco Duo to the Microsoft Authenticator app, we have extended authentication capabilities seamlessly across all Office products, enhancing our security posture. Complementing this, we have implemented a rigorous password policy mandating the adoption of highly complex passwords, refreshed every 90 days. Furthermore, the introduction of a user-friendly self-service password reset portal, working in tandem with the Authenticator app, enhances user experience and ensures uninterrupted workflow.

In line with our commitment to security, the activation of geo-tagging within the Azure conditional access policy ensures that OAA staff can only access systems and services within the US/Canada borders. Any attempts to access resources from outside these locations will be promptly rejected and reported. As we transition into the collaboration

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phase, the incorporation of Sensitivity labels will ensure targeted access to emails and files, reinforcing data confidentiality.

A part of the 365 eco-system is Windows Defender premium which will replace our existing AppRiver email filtration system.

Additionally, we have initiated the envisioning stage of Phases 2 and 3, which is ahead of schedule, demonstrating our proactive approach toward continuous improvement.

Acrobat Adobe Upgrade

In parallel with our Office 365 efforts, we have executed a strategic transition from a standard volume licensing model to a Value Incentive Program with Adobe. This transition provides us with Creative Cloud licences alongside Acrobat Pro at nearly 50% of the cost, ensuring that all OAA staff have access to the latest Adobe Acrobat functionalities, seamlessly integrated with the M365 platform.

Council Room Hardware Enhancement

The Council Room (Room 201) has undergone a transformative upgrade, transitioning from a legacy system to a fully integrated native Zoom experience. This upgrade includes state-of-the-art wireless conference units equipped with Microflex gooseneck mics, delivering unparalleled audio clarity and dynamic auto-gain features. Additionally, the integration of the Poly Studio E70 4k camera and Poly TC8 control panel enhances user experience, enabling hassle-free one-touch dialling and seamless integration with Zoom rooms and M365 for streamlined booking and management.

iMIS Upgrade Strategy

Following a comprehensive review of our current database readiness, financial budget, and evolving licensing landscape, we have decided to advance with the iMIS upgrade in 2024. Originally, the upgrade path was conceived as a two-step progression (from the current 2017 version to 2020 Advanced, then to EMS). However, we are now aiming to transition directly to a comprehensive cloud-based EMS system. Opting for a single-step upgrade will result in savings of approximately $250K in licensing and upgrade expenses. Furthermore, this update will ensure that our system achieves full PCI compliance.

Windows 11 Migration

90% of our staff have successfully migrated to Windows 11 Pro, with complete adoption projected by the end of Q3.

Action

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of Architects

None. For information only.

Attachments

None

Memorandum

To: **Council**

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J. William Birdsell	Jim Butticci
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Marek Zawadzki	

FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 7.1.f

From: Sara Trotta, Manager, Policy and Government Relations

Date: June 10, 2024

Subject: Mid-Year Operational Plan Update: Policy and Government Relations

Objective: To provide Council with an update regarding activities undertaken in relation to the Operational Plan by the Policy and Government Relations service area.

This memo is the first of two semi-annual updates on 2024 activities in the OAA's Policy and Government Relations (PGR) service area, including progress in relation to the operational priorities discussed with Council at the January 2024 planning session. This does not include items that are under the mandate of the Policy Advisory Coordination Team (PACT).

- **Legislative and Media Monitoring Strategy:** At the start of 2024, the business decision was made to discontinue the OAA's subscription to Meltwater, a media monitoring service that was used by the Communications and PGR service areas of the Association. In its place, PGR staff have set up Google alerts to ensure that there are no gaps in the legislative and media monitoring that is integral to the work of this service area.

    This strategy is both cost effective and efficient. Staff can easily update alerts as issues emerge and change, and has found that Google pulls from diverse sources, thus providing the monitoring assistance necessary for the work of PGR.

    Using this new monitoring strategy in the first half of 2024, the PGR team has identified some key opportunities for the OAA to respond including, Bill 185, *Cutting Red Tape to Build More Homes Act, 2024* and City of Toronto Expanding Housing Options in Neighbourhoods Major Streets Study, as well as

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key issues to monitor, such as the newest suite of *Working for Workers* legislation.

- **Queen's Park Picks Refresh:** Now in its ninth year, the Queen's Park Picks (QPP) event has been delinked from World Architecture Day. In addition to significant recognition about the annual event amongst MPPs and, therefore, a diminished need to connect to a larger event, World Architecture Day was causing significant scheduling conflicts given its proximity to the National Day of Truth and Reconciliation.

  In 2024, QPP is linked to the OAA Conference theme – *Housing: Beyond the Envelope*. In keeping with that theme, MPPs were challenged to nominate an example of housing from their riding. 29 MPPs nominated 33 buildings from across Ontario. PACT will make the 2024 QPP selections based on criteria including political party, geography, housing typologies and connections to the OAA's guiding themes of EDI and Climate Action.

  Plans are underway to return to an in-person event to celebrate the 2024 QPPs at Queen's Park on October 22, 2024.

- **Policy Support – Office of the Registrar:** In addition to the regular legislative monitoring that PGR staff does, the PGR service area has been working closely with the Office of the Registrar (OOTR) to monitor the changing legislative and regulatory environment, especially as it pertains to compliance with FARPACTA as well as amendments to the *Architects Act*.

  Most recently, government introduced Bill 190, *Working for Workers Five Act, 2024*. If passed as it is currently written, the legislation will, among other things further amend FARPACTA to:

  o Require a profession to have a policy to address what alternatives it will accept if an applicant does not have the documents of qualifications that they would otherwise be required to provide to accompany an application.

  o Require a profession to have a plan in place to address how it will enable multiple registration processes to take place concurrently.

  Any new or amended policies that are developed in response to this proposed legislation will have to be approved by the Fairness Commissioner prior to their enactment.

  At this time, PGR staff are monitoring this Bill as it moves through the legislative process. Bill 190 has passed Second Reading and has been referred to the Standing Committee on Finance and Economic Affairs.

- **Policy Support – Practice Advisory Services:** PGR staff continued to work collaboratively with Practice Advisory Services (PAS) to respond to the ongoing consultations on the harmonization of the Ontario Building Code with its National Code counterparts. PGR staff provides support for policy considerations and

engages with the Climate Action Advisory Group for their input on elements of the consultations pertaining to Climate. During this reporting period, two additional consultations have occurred:

- o [Consultation on the Harmonized Variations for Mass Timber Proposed Code Changes](); and,

- o [CBHCC Phase 5 Consultation on Code Harmonization]().

These consultations were led by the PAS team with support from PGR (in consultation with the Climate Action Advisory Group).

Although there were tight timelines on both consultations, staff from PAS and PGR have worked closely to develop a strategy for engagement of the Building Code and Climate Action Advisory Groups to leverage the knowledge and skills of these volunteer groups in an efficient and effective manner. Tactics, including a kick off meeting as well as additional working meetings where volunteers can work collaboratively on suggested changes, have helped to streamline the consultation process and ensure that deadlines are met.

- **Briefing Notes and Backgrounders:** PGR staff continue to develop briefing notes and backgrounders for new and ongoing issues and positions that the OAA is advancing. Most notably, PGR staff, with support from the Office of the Registrar, wrote and delivered two briefing notes to government related the Bill 157, *Enhancing Access to Justice Act, 2023*. In the first note, issued in late 2023, the OAA confirmed its support for Schedule 1 of the proposed Bill, and in the second note, it urged government to swiftly establish a Limited Licence for former Licensed Technologists OAA. In February, the Bill was referred to the Committee on Social Policy where the OAA President had the opportunity to provide an oral deputation and, although heavily questioned by MPPs, Schedule 1 passed the hearing without any amendments. The briefing notes are posted on the OAA website [here]().

Action

None. For information only.

Attachments

PGR Operational Work Plan for 2024

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Annual Operational Work Plan for 2024

Service Area: Policy & Government Relations		Team Lead: Sara Trotta	

Activity/Initiative	2024 Action required		To be completed by (date):
1 Legislative and Media Monitoring	•	Develop a legislative and media monitoring strategy for PGR to replace previous Meltwater services	• 2024-02-28
	•	Continue legislative and media monitoring activities to identify developments and/or opportunities for the OAA to take a new position or advance an existing position on issue that concerns the public interest	• Ongoing
2 Queen's Park Picks Refresh	•	Refresh QPP event to better align with OAA focus; in particular, align the MPP ask with current conference theme	• Ongoing
	•	Delink QPP from World Architecture Day as this day is causing significant scheduling conflicts	• Ongoing
	•	Return to in-person QPP event	• 2024-10-22
3 Support Office of the Registrar	•	Provide policy and government relations support to OOTR as it pertains to: • *Architects Act* modernization • FARPACTA compliance	• Ongoing
4 Support Practice Advisory Services	•	Provide policy and government relations support to PAS as it pertains to Building Code consultations and/or harmonization	• Ongoing
5 Briefing notes and backgrounders	•	Develop briefing notes/backgrounders for new and ongoing issues and/or positions that the Association is advancing	• Ongoing
	•	Update existing briefing notes/backgrounders to ensure that they are current	• Ongoing

Memorandum

To: **Council**

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FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 7.1.g

From: Mélisa Audet, Manager, Practice Advisory Services (PAS)

Date: June 10, 2024

Subject: OAA Service Area Semi-Annual Updates - Practice Advisory Services.

Objective: To provide Council with an update regarding activities undertaken in relation to the Operational Plan by the Practice Advisory Services area.

Report – Practice Advisory Services (January 1, 2024 to May 31, 2024)

This memo provides a semi-annual update on activities within the Association's Practice Advisory Services (PAS) area, as well as progress made in relation to operational priorities for 2024, as discussed with Council at the February planning session.

Updates - Main Program and Services supporting Member Competency

Practice Hotline – January 1 to May 31, 2024

The Practice Hotline remains an important service to assist staff in mapping industry trends, feeding into the creation of resources, and in bringing forward topics to the Continuing Education team. PAS received approximately ~900 calls/emails between January 1, 2024 and May 31, 2024. (Note: This may include multiple interactions about the same topic).

Calls are primarily coming from licensed members (~80% +), most of the remaining are clients (11%), Building Officials (4%), and Intern Architects (1%).

Emails are primarily coming from licensed members (~70% +), the remaining identified sources are clients (4%), building officials (5%), and under the "Other" category (11%) which includes emails re-directed to other service areas at the OAA.

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Further observations for the first five months of 2024:

- The top two topics of concern related to Act and Regulations (about ~20% of the calls and ~25% of the emails) and General Practice (about ~14% of the calls and 12% of the emails). Questions related to contracts & RFPs also tracked high in email correspondence.

Practice Advisory Newsletter (Bi-monthly) - January, March and May 2024 Issues

Each newsletter was emailed, on average, to almost 8,000 individuals (which includes architects, interns, etc.) and the open rate for the first three editions of the year remains close to 70%, which is consistent with what was observed in 2022 & 2023.

Earlier this year, with the assistance of Communications, the newsletter template underwent a layout update. This new look, inspired by the OAA News format, was implemented in January (issue 28).

RFP & Supplementary Conditions Reviews, Consultations and Education

Key observations since January 1, 2024:

- 18 RFPs, where brought forward by members at large for review.
- three client groups reached to discuss upcoming RFPs and/or Supplementary Conditions to OAA 600-2021.
- One webinar was presented to a hospital group located in the GTA to talk about OAA 600-2021 Contract Suite, role of the OAA, etc.
- The majority of the RFPs originated from "Municipalities Governments & Agencies", "Hospitals and health care facilities" or "Colleges and Universities".

No RFP Alerts have been issued this year to date. Though this may be attributed to the strategy employed by the team to proactively address issues within RFPs, either before being tendered or prior to its closing, there remains the issue of the time span between when RFPs are brought to PAS' attention and the closing date of the RFPs often being too short. This negatively impacts the ability of PAS to review and open discussions with the issuer prior to closing.

CSA Standards Access Program

Earlier this year, PAS successfully re-negotiated with CSA a one-year contract, effective June 1, 2024. The program remains essentially the same, while some additional standards were added to the OAA-NBC/OBC Standards Collection.

In addition to the standards referenced in the OBC and NBC, this year's subscription continues to include CSA A460:19, Bird-friendly Building Design, CSA A500:16 (R2021), Building Guards and CSA Z250:21, Process for Delivery of Volumetric Modular Buildings. Arising from feedback from members at large and the Practice Resource Committee, six standards were added to the library for 2024-2025 covering topics such as fenestration, environmental site assessment, infection control, and modular construction.

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In anticipation of the June 1 contract renewal (fourth year of the program), maintenance updates were done to the program landing pages on the public and member-side web pages, in addition to a minor refresh of the FAQs. PAS continues to promote the program's use, building on a robust communication plan as well as exploring opportunities with the Continuing Education team.

As of the end of May 2024, there were more than 600 users registered. PAS is monitoring the fluctuation in registration numbers. Since the start of the program, approximately 1,622 members have registered, resulting in over 2,400 users having gained access to the standards. Of note, each registered user may add up to nine additional users.

PAS continues to monitor the program's user renewal rate, which currently stands at 52%. We anticipate a boost in renewals as a result of the communication campaign associated with the June 1 contract renewal.

Creation/Participation in OAA Webinars

PAS continues to work closely with the Continuing Education team to highlight topics discussed at Practice Resource Committee and via Practice Hotline conversations/emails. This relates to the "Member Competency" foundational goal.

Here is a short list of webinars where PAS provided a supportive role:

- Role of CSA B651 Standard in Building Barrier Free Canada (May 30)
- Condos, Architects and Tarion's New Home Warranty (February 22)
- As part of the launch of the new Practice Tip PT 10.3 and PT 10.5 on prompt payment and adjudication, PAS worked with legal firm that supported this project and
    - Architects and Prompt Payment (Under the Ontario Construction Act): How Does This Affect Your Practice? (April 4)
    - Architects and Adjudication (Under the Ontario Construction Act): How Does This Affect Your Practice? (April 11)

PAS worked with the Office of the Registrar to present again Understanding Your Role as a Licensed Professional earlier this year. This webinar is now on the OAA's YouTube channel along some of the others listed above.

PAS also offers assistance in the Fundamental of Running a Practice course as well as the OAA Admission course. This includes being a subject matter expert, reviewing the list of resources for the attendees, annual updates to some of the course content, etc.

Document Maintenance Program & Updates to Practice Tips

PAS continues to work on implementing and refining processes to more effectively respond to legislative changes, identify gaps in best practices tools, as well as strategies for identifying needs and coordinating with other service areas which affects the documents maintained by PAS. As such, tracking tools are being updated for better responsiveness to items such as legislative changes. The two document types being reviewed with the highest priority are the Practice Tips and the OAA Contract Suite. This

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work will continue as part of overall review of the list of resources PAS oversees, including the internal library of resources, and documents published jointly with other organizations such as EABO, the OGCA, etc.

The following list of events are anticipated to impact Practice Tips and other documents in the next several months: release of the new OBC 2024 Building Code Compendium, changes to the *Architects Act* as it relates to the OAA technology program, anticipated release of revised CCDC 5A, 5B and 17, etc.

For other updates to existing documents (OAA/OGCA Document 100-2018, PT 25 on Design-build, etc) as well as efforts around tracking emerging topics (Retirement/Succession Planning, AI, etc): Refer to Chair of PRC memo entitled "Practice Resource Committee (PRC) – Update" dated June 7, 2024.

Practice Consultation Program: Updates

Working alongside the Executive Director, Registrar, Communications and IT, PAS continues to work on refreshing components of the program such as updating the questionnaire, tracking tools, website content, integration with IMIS, etc.

Update on Progress Toward Special Operational Activities or Projects

Participation in Public Reviews

With the assistance of advisory groups and OAA's Policy team, the following public review submissions were completed:

- Public Review of Proposed Provisions to Expand EMTC Use: Submission on February 15, 2024.
- CBHCC Consultation on Changes to the National Building Code and National Plumbing Code – Winter 2024: Submission on April 26, 2024.

Action

None. For information only.

Attachments

None.

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Memorandum

To: **Council**

Settimo Vilardi	Loloa Alkasawat
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FOR COUNCIL MEETING
June 20, 2024
(open)
ITEM: 7.2

From: Susan Speigel, Vice President

Date: June 12, 2024

Subject: **Quality in Canada's Built Environment QBE** - a Social Sciences and Humanities Research Council (SSHRC) Research Partnership on Quality in Canada's Built Environment – Update.

Objective: To provide Council with an update on the progress of the five-year SSHRC Grant on Quality in the Built Environment.

The OAA is one of a number of important partners along with the RAIC and the Rick Hansen Institute of the five-year SSHRC Grant Research project on Quality in Canada's Built Environment. The OAA has participated with in-kind contributions as well as Sponsorship Funding of $3,000 + $7,000 for the Ontario Universities to spearhead model Roadmaps that are the prototype to the 14 Roadmaps that are being presently explored, and one of the outcomes of this research project.

As a go forward, there is a larger conversation on the two important National initiatives, RISE and QBE, working together in some cooperative way in 2-1/2 years remaining in the Grant timetable.

Since April of 2022, a diverse team of architectural practitioners, academics, design students and engaged members of the public have collaborated in a remarkable, unprecedented consideration of the concept of quality, as it applies to architecture and design within our Canadian context. This broadly interdisciplinary initiative, known as the Quality in Canada's Built Environment project (QBE), brings together fourteen schools of architecture and interdisciplinary teams at universities across Canada, including three levels of government and over sixty organizations and public institutions. This collaborative effort addresses pressing issues around justice, resilience, design, and public policies within the context of Canada's built environment. Together, we are working

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on ways to redefine the quality of built environments at the intersection of equity, social value and environmental sustainability.

In 2023, we invited all partners and participants to the annual convention of the SSHRC research partnership on Quality hosted by the University of Calgary, to report on positive lived experiences in the built environment. It has now become a major feature of the 14 situated projects across Canada to learn the best ways to collect 'lived experiences' of quality. This practice aims to raise our understanding of the actual meaning of quality in the everyday life of non-experts. Lived Experience is about the personal knowledge, perceptions, and feelings within a world within which we live.

At the 2024 Conference in Halifax, partners and participants were invited to report on one positive output based on their own experience of the project after two years. The built environment is a collective project and, even though designers are a crucial component in the overall process, they cannot consider themselves to be the only responsible, hence the sole reference point of a roadmap to quality. This is where the notion of "partnering" becomes critical to raise the bar of quality for all.

The QBE project is an ongoing collection of knowledge and co-creation. Foundational to our process has been the development of a series of 14 Roadmaps, designed to build a repertoire of good ideas and best practices as educational tools. This objective has been inscribed in the very title of the grant proposal from day one, and we have hypothesized that this renewed approach to quality lies at the intersection of equity and sustainability. As such, this common assumption defines the new social value of built environments. At Halifax 2024, all 14 teams of partners were tasked with sharing an initial presentation of their roadmap to raise the bar of quality. Each roadmap incorporates its own localized and specific angle of work as starting points toward a form of generalization. These draft roadmaps embody a series of instructions or "active principles'' which are means of reaching a destination.

To move from research to action, we must clarify each of the 14 destinations. These are intimately linked to the problematic qualitative situation that the projects have been exploring for over two years, but the destination may indeed differ from the research question. These goals should be formulated as transformative projects or ventures to trailblaze a path toward higher quality specific to each situation and scale. All teams are still struggling with alternating research for new knowledge and transformative action. The title of a roadmap is not the title of a research project. The 14 roadmaps are therefore different ways of answering the same question: How can we raise the level of quality – as quickly as possible – given the diversity of built situations?

The scope of this project is ambitious and its importance to the development of Canadian architectural practice should not be underestimated. Its relative success is contingent upon our ability to meaningfully engage with Canadians, both within the design professions and with a larger interested public. To this end, we encourage everyone to get involved, to have your thoughts and opinions inform our observations, analysis and recommendations.

Action

Ontario Association of Architects

None. For information only.

Attachments

Annual Convention Program- First Versions of 14 roadmaps to quality in Canada's built environment – Halifax, NS May 1-3, 2024.

OAA Funding Application

Ontario Association
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Quality

in Canada's Built Environment:

**Roadmaps to Equity,
Social Value and
Sustainability**

May 2024
1 · 2 · (3)

Annual Convention Program: First versions of 14 roadmaps to quality in Canada's built environment

The third annual in person convention
of partners and representatives of
stakeholders across Canada

DALHOUSIE UNIVERSITY
Faculty of Architecture and Planning,
School of Architecture

Table of contents

Principles & Objectives of the 3rd annual SSHRC Partnership Convention on Quality

In 2023, we invited all partners and participants to the annual convention of the **SSHRC research partnership on Quality** hosted by the University of Calgary to report on positive lived experiences in the built environment. It has now become a major feature of the 14 situated projects across Canada to learn the best ways to collect 'lived experiences' of quality. This practice aims to raise our understanding of the actual meaning of quality in the everyday life of non-experts. We cannot help but notice that this practice has yet to become common design protocol in most professional milieux. We need to acknowledge this as an output of our collective project after two years of intersectoral exchanges. **Lived Experience** is about the personal knowledge, perceptions, and feelings within a world within which we live. Our responses reflect these personal and personally significant views, in contrast to researched or more formal descriptions.

In 2024, all partners and participants have been invited to report on one **positive output** based on their own experience of the project after two years. This will be the subject of the first Café-Workshop at the Halifax Convention:

- **What do you consider to be the main positive outputs of our partnership research on quality?**
- **How do you think these two years of work at local and national levels have helped change your understanding and definition of quality in the built environment?**

The built environment is a collective project and, even though designers are a crucial component in the overall process, they cannot consider themselves to be the only responsible, hence the sole reference point of a roadmap to quality. This is where the notion of "partnering" becomes critical to raise the bar of quality for all.

What is a "roadmap to quality" at this stage of our research partnership?
One of the main results of our project, which brings together the viewpoints of citizens, cities, professionals and researchers, has always been to produce at least 14 roadmaps toward greater quality in Canada's built environment. This objective has been inscribed in the very title of the grant proposal from day one, and we have hypothesized that this renewed approach to quality lies at the intersection of equity and sustainability and, as such, this common assumption defines the new social value of built environments.

For Halifax 2024, all 14 teams of partners have been tasked with sharing an initial presentation of their roadmap to raise the bar of quality. Although these are the first outlines, the fact that we have acquired a better understanding of the exemplary situations to be transformed now calls for action-oriented roadmaps rather than simply knowledge-oriented ones.
Each roadmap incorporates its own localized and specific angle of work as starting points toward a form of generalization. Hence, the 14 roadmaps displayed in the exhibition room of the School of Architecture at Dalhousie University are not generic. They embody a series of instructions or "active principles" which are means of reaching a destination.

To move from research to action, we must clarify each of the 14 destinations. These are intimately linked to the problematic qualitative situation that the projects have been exploring for over two years, but the destination may indeed differ from the research question. **These goals should be formulated as transformative projects or ventures to trailblaze a path toward higher quality specific to each situation and scale.** All teams are still struggling with alternating research for new knowledge and transformative action. The title of a roadmap is not the title of a research project.

The 14 roadmaps are therefore different ways of answering the same question:
How can we raise the level of quality – as quickly as possible – given the diversity of built situations?

This third national in-person convention has been entirely rethought by the Steering Committee as a series of **4 Café-Workshops**. These are meant for us to meet, of course, but they are also meant for us to better learn to work together through multiple voices. These workshops are envisioned as spaces in which partners can work together to discuss and answer questions organised around four main themes (outputs, dissemination, roadmaps and national strategy). To enhance the quality of the exchanges, participants are divided in small groups (max. 15) and remain with that same group throughout the 4 Café-workshops. Each of these workshops is mediated by a team of two moderators who ensure that the process is implemented and that participants work on the questions submitted to them. A team of students is in charge of taking notes, recording and reporting on the workshops at the end of each day. We are privileged to welcome a bigger group of students and a new group of young Indigenous partners thanks to the generous support of RAIC+RHF+OAA.

On behalf of the Governance Board and the Steering Committee, I would like to address my warm thanks to the great team of professors and students at **Dalhousie University** for their generous hospitality. No doubt this convention will be a turning point in our journey!

Do not forget to meet also on the www.livingatlasofquality.ca public forum…

Jean-Pierre Chupin, PhD, Professor, Architect MOAQ, MIRAC
Holder of the Canada Research Chair in Architecture, Competitions and Mediations of Excellence at Université de Montréal
Principal Investigator of the SSHRC Research Partnership on Quality in Canada's Built Environment

DAY 1: WEDNESDAY, MAY 1, 2024

8:00 - *Front lawn of the School of Architecture: 5410 Spring Garden Rd, Halifax, NS B3J 1B6*

Outdoor opening Ceremony

Welcomed by **Elder Catherine Martin** and **Elder Albert Marshall** (to be confirmed)

Catherine Martin is a member of the Millbrook First Nation and Dalhousie University's first Director of Indigenous Community Engagement. Nancy's Chair in Women's Studies at Mount Saint Vincent University (2015-17), she received the Order of Canada in 2017.

Intro: Brian Lilley (Dalhousie University)

8:50 - *Plenary: Medjuck Architecture Building – Room B015*

Welcome and land acknowledgement

By **Dr. Jennifer Bain,** Associate vice-president research (Dalhousie University)

Dr. Bain is presented by **Susan Fitzgerald** (Dalhousie University) (Organizing Committee)

9:00 - *Plenary: Medjuck Architecture Building – Room B015*

Work plan for the 3 days of the convention

Susan Fitzgerald (Dalhousie University) (Organizing Committee)

Doramy Ehling (Rick Hansen Foundation)

Samantha Biglieri (Toronto Metropolitan University)

Members of the Steering Committee

9h25 - *Plenary: Medjuck Architecture Building – Room B015*

Rethinking quality through partnership design

Jean-Pierre Chupin (Université de Montréal) (Partnership Director)

Carmela Cucuzzella (Université de Montréal) (Co-chair of the Governance Board)

10:00 - *See table of room distribution*

Café-Workshop #1 on Changing Personal Views on Quality

- Brief presentation of each participant and their own understanding of positive outputs on quality after 2 years of partnership research
- How has my understanding of quality changed since the beginning of the project?
- Summary of main perceptions exchanged by participants

12:00 - *Medjuck Architecture Building – Room 1005*

Networking Lunch

Lunch offered to participants by the partnership

+ Exhibition of 14 Roadmaps to quality in the Built Environment

+ Student Initiative

14:00 - *See table of room distribution*

Café-Workshop #2 on Notable Outputs and Emerging Convergences
- Presentation and comparison of notable outputs between research sites so far (One per research sites)
- Compare those with original objectives and outputs of the research partnership as a whole
- Are there emerging convergences between sites?

16:00 - *Plenary: Medjuck Architecture Building – Room B015*

Summary of main ideas exchanged by participants

16:15 - *Plenary: Medjuck Architecture Building – Room B015*

Launching initiatives for a public debate on the Living Atlas of Quality in the Built Environment in Canada (From podcasts to the Livingatlasofquality.ca)
Danielle Catley (Royal Architectural Institute of Canada)
Laura McBride (Rick Hansen Foundation)
Brian Sinclair (University of Calgary)
Firdous Nizar (Université de Montréal)
Members of the Dissemination and Outreach Committee (DOC)

17:30 - *Medjuck Architecture Building – Room 1005*

Networking Cocktail
SPONSORED BY THE ROYAL ARCHITECTURAL INSTITUTE OF CANADA (RAIC)
Dean Graham Gagnon (Dalhousie University)
PhD, P.Eng., Dean of Architecture and Planning at Dalhousie University,
Professor and Director at the Centre for Water Resources Studies.
Hosts: Susan Fitzgerald + Brian Lilley (Dalhousie University)

DAY 2: THURSDAY, MAY 2, 2024

9:00 *- Plenary: Medjuck Architecture Building – Room B015*
Indigenous ways of knowing and place making
Presentation of "Two eyed seeing" by Indigenous Elder Albert Marshall (to be confirmed)
Presented by Josie C. Auger (Athabasca University + Steering Committee)
Sharing of experiences with 11 young indigenous and métis guests
Animated by Trishtina Godoy-Contois (Athabasca University + Steering Committee)

York Factory First Nation   Berens River First Nation
Red River Metis   Albert Metis Region 5
Big River First Nation   Coral Harbour Nunavut
Attawapiskat First Nation

10:00 *- See table of room distribution*
Café-Workshop #3 on Action Goals for Roadmaps to quality in the built environment
- Defining action goals and communication strategy for the roadmaps to quality
- Defining the best methods for these goals (long terms, medium terms, etc., with KPIs
- Summary of main perceptions exchanged by participants

12:00 *- Medjuck Architecture Building – Room 1005*
Networking Lunch
Lunch offered to participants by the partnership
+ Exhibition of 14 Roadmaps to quality in the BE
+ Student Initiative

14:00 - *See table of room distribution*

Café-Workshop #4 on Public debates and National Strategies

- Do we need to redefine the strategic outputs of the research partnership?
- What are the best means for dissemination?
- What are the future national actions that need or could be undertaken by the research partnership in 2024 – 2025?

16:00 - *Plenary: Medjuck Architecture Building – Room B015*

Summary of main ideas exchanged by participants

16:15 - *Plenary: Medjuck Architecture Building – Room B015*

Open discussion on the future of a national debate on quality

Susan Speigel (Ontario Association of Architects + Steering Committee),
Miriam MacNeil (Public Services and Procurement Canada + Steering Committee),
Sara Jacobs (University of British Columbia + Steering Committee),
Cara Shan (Athabasca University + Graduate Student Committee)
Moderated by: Mike Brennan (RAIC + Chair of Governance Board)

17:20 - *Plenary: Medjuck Architecture Building – Room B015*

Closing remarks by Jean-Pierre Chupin (Université de Montréal)
Susan Fitzgerald (Dalhousie University) + Brian Lilley (Dalhousie University) + all Dalhousie University students + Morteza Hazbei (Université de Montréal) + María P. Farfán (Université de Montréal) + Dimitri Weibel (Université de Montréal)

17:30

Hotel dropoff

18:15

Boarding boat tour

Closing and walking ceremony toward boat tour
The boat tour **Collateral Coastlines** will leave from **1751 Lower Water Street**
Please join between 18:00 and 18:15 for boarding.
Students' refreshments courtesy of FBM Architecture (Halifax)

DAY 3: FRIDAY, MAY 3, 2024

8:30 - *Medjuck Architecture Building – Room 1208*
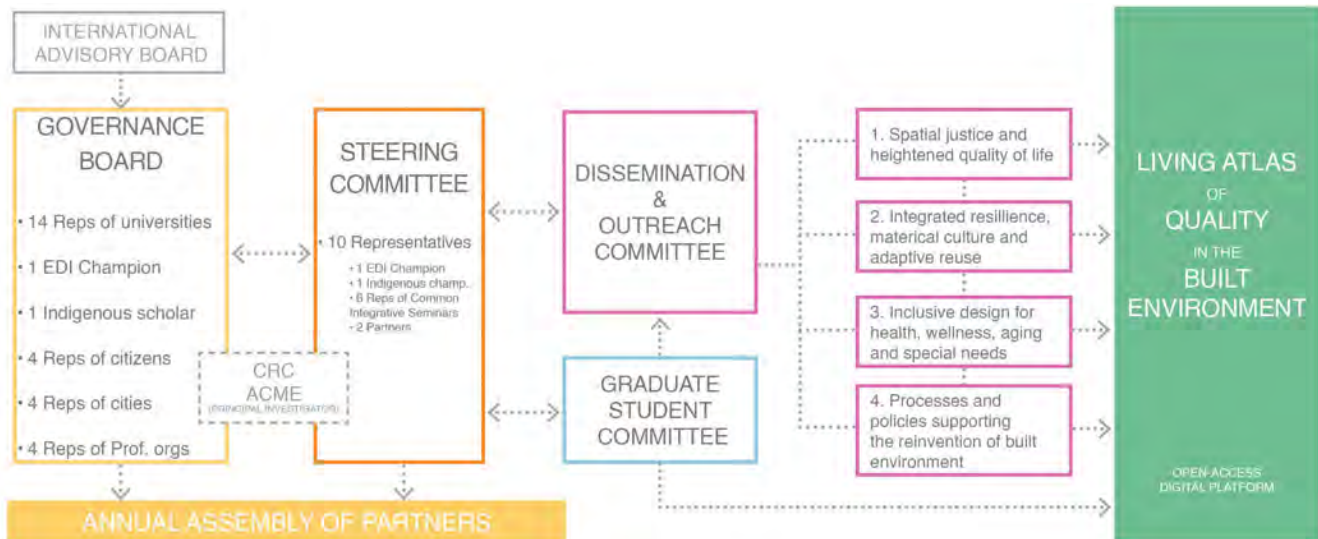Annual meeting of Dissemination and Outreach Committee (DOC)

10:00 - Break

10:30 - *Medjuck Architecture Building – Room 1208*
Annual meeting of Graduate Student Committee (GSC)

12:00 - *Medjuck Architecture Building – Room 1208*
Annual meeting of Governance Board (GB)
Lunch offered to participants by the partnership

Governance Board Composition 2023-2024

Co-Chair: Mike Brennan, (RAIC)
Co-Chair: Carmela Cucuzzella, (Université de Montréal)

Academic:
Josie C. Auger, (AthabascaU)
Shannon Basset, (LaurentianU)
Adrian Blackwell, (UWaterloo)
Carmela Cucuzzella, (UMontreal)
Enrica Dall'Ara, (UCalgary)
Susan Fitzgerald, (DalhousieU)
Kees Lokman, (UBC)
Douglas Macleod, (AthabascaU)
Shauna Mallory-Hill, (UManitoba)
Fadi Masoud, (UToronto)
Hieu Ngo, (UCalgary)
Stéphane Roche, (ULaval)
Mario Santana, (UCarleton)
Fatih Sekercioglu, (Toronto Met)
William Straw, (McGillU)

Professional Organisations:
Mike Brennan, (RAIC)
Grant Fahlgren, (CSLA)
Susan Speigel, (OAA)

Cities and Public Procurement:
David Down, (City of Calgary)
Patrick Marmen, (Ville de Montréal)
Leah Perrin, (City of Halifax)

Community Groups:
Lindsay Andreas, (Building Equality Calgary)
Doramy Ehling, (Rick Hansen Foundation)
Emmanuel Rondia, (CRE Montreal)

Steering Committee Composition 2023-2024

Josie C. Auger, (AthabascaU)
Jean-Pierre Chupin, Partnership director (UMontreal)
Doramy Ehling, (Rick Hansen Foundation)
Terrance Galvin, (LaurentianU)
Miriam MacNeil, (Public Services and Procurement Canada)
Susan Speigel, (Ontario Association of Architects)
Sara Jacobs, (UBC)
Lyne Parent, (Association des architectes en pratique privée du Québec)
Robert Wright, (UToronto)
Trishtina Godoy-Contois, (AthabascaU)
Samantha Biglieri, (Toronto Met)

Graduate Student Committee Composition 2023-2024

Co-Chair: Nooshin Esmaeili, (UCalgary)
Co-Chair: Cara Shan, (AthabascaU)

Shantanu Biswas Linkon, (UMontreal)
Cara Chellew, (McGillU)
Marie Duffy, (LaurentianU)
Nooshin Esmaeili, (UCalgary)
Robert Ferguson, (UBC)
Dener François, (ULaval)
Alex Larose, (CarletonU)
Panos Polyzois, (UManitoba)
Negarsadat Rahimi, (ConcordiaU)
Brendan Roworth, (DalhousieU)
Cara Shan, (AthabascaU)
Twylla Soosay, (AthabascaU)
Coco Wang, (UToronto)
Shiying Wang, (UWaterloo)
Carrie Warring, (Toronto Met)

Dissemination and Outreach Committee Composition 2023-2024

Co-Chair: Danielle Catley, (RAIC)
Co-Chair: Grace Coulter Sherlock, (AAA)
Co-Chair: Laura McBride, (Rick Hansen Foundation)

Academic Representatives:
Michel DeBlois, (ULaval)
Mercedes Garcia-Holguera, (UManitoba)
Federica Goffi, (CarletonU)
Sylvia McAdam, (UWindsor)
Firdous Nizar, (UMontreal)
Brian R. Sinclair, (UCalgary)

Representatives from Professional Organisations:
Véronique Bourbeau, (OAQ)
Danielle Catley, (RAIC)
Grace Coulter Sherlock, (AAA)
Andrew Payne, (Masonry Work)

Representatives from Cities and Public Procurement:
Jeanne Leblanc-Trudeau, (Ville de Montréal)

Representatives from Community Groups:
Farida Abu-Bakare, (BAIDA)
Laura McBride, (Rick Hansen Foundation)
William Morin, (Coalition Liveable Sudbury)
Meaghon Reid, (Vibrant Calgary)

Room Distribution

Room1_ Location: Medjuck Architecture Building - Room 1202			14 Participants
First Name	**Last Name**	**Organisation**	**Research Site**
Mariana	Esponda	Carleton University	Carleton University
Brian	Sinclair	University of Calgary	University of Calgary
Alanna	Thain	McGill University	McGill University
Mike	Brennan	Royal Architectural Institute of Canada	National Partners
Alex	Wesang	Royal Architectural Institute of Canada	National Partners
Éloïse	Richard-Choquette	Administration portuaire de Québec	Université Laval
Liz	Corson	City of Toronto	University of Toronto
Rosa	Milito	ICOMOS	Dalhousie University
Alan	Sukut	Saskatoon Public School Board	University of Manitoba
Jason	Surkan	Situated on Land Office	University of Manitoba
Mohammad Hasan	Sohaib	University of Manitoba	University of Manitoba
Narita	Ico	University of British Columbia	University of British Columbia
Siba Américain	Bilivogui	Université Laval	Université Laval
Cara	Shan	Athabasca University	Athabasca University

Room2_ Location: G.H. Murray Building - G215			14 Participants
First Name	**Last Name**	**Organisation**	**Research Site**
Enrica	Dall'Ara	University of Calgary	University of Calgary
Izabel	Amaral	Université de Montréal	Université de Montréal
Antoine	Cogulet	Université Laval	Université Laval
Shauna	Mallory-Hill	University of Manitoba	University of Manitoba
Grace	Coulter Sherlock	AAA Representative - Lemay	Alberta
Michael	McClelland	ERA Architects	Carleton University
Robert	Balay	Town of Athabasca	Athabasca University
Talayeh	Saghatchian Shomali	Open Architecture Collaborative Canada (OACC)	Toronto Metropolitan University
Sonia	Blank	Architecture Sans Frontières Québec	McGill University
Shantanu Biswas	Linkon	Université de Montréal	Université de Montréal
Justine	Bochenek	Toronto Metropolitan University	Toronto Metropolitan University
Michaela	Pratt-Tremblay	Laurentian University	Laurentian University
Nic	Kuzmochka	Dalhousie University	Dalhousie University
Meg	Berry	Athabasca University	Athabasca University

Room3_ Location: Medjuck Architecture Building - Room 1208			13 Participants
First Name	**Last Name**	**Organisation**	**Research Site**
Susan	Fitzgerald	Dalhousie University	Dalhousie University
Anne	Cormier	Université de Montréal	Université de Montréal
Stéphane	Roche	Université Laval	Université Laval
Terrance	Galvin	Laurentian University	Laurentian University
Nathalie	Dion	Provencher Roy	Université de Montréal
David	Down	City of Calgary	University of Calgary
Afsaneh	Tafazzoli	Open Architecture Collaborative Canada (OACC)	Toronto Metropolitan University
Adrien	Kazup	Vivre en Ville	Concordia University
Tatev	Yesayan	Concordia University	Concordia University
Sneha	Mandhan	University of Toronto	University of Toronto
Camille	Simard	Université Laval	Université Laval
Victorian	Thibault-Malo	Université de Montréal	Université de Montréal
Nirmal	Adhikari	Dalhousie University	Dalhousie University

Room4_ Location: Medjuck Architecture Building - B015			14 Participants
First Name	**Last Name**	**Organisation**	**Research Site**
Josie	Auger	Athabasca University	Athabasca University
Fatih	Sekercioglu	Toronto Metropolitan University	Toronto Metropolitan University
Gavin	McCormack	University of Calgary	University of Calgary
Brian	Lilley	Dalhousie University	Dalhousie University
Bill	Black	Calgary Construction Association	University of Calgary
Miriam	MacNeil	Public Services and Procurement Canada (PSPC)	National Partners
Simon	Blakeley	reThink Green	Laurentian University
Doramy	Ehling	Rick Hansen Foundation	National Partners
Steve	Bowers	Pedesting Corporation	University of Calgary
Dener	François	Université Laval	Université Laval
Taly-Dawn	Salyn	University of Calgary	University of Calgary
Tess	Adebar	University of British Columbia	University of British Columbia
James	Barrett	Dalhousie University	Dalhousie University
Negarsadat	Rahimi	Concordia University	Concordia University

Room5_ Location: G.H. Murray Building - G214			13 Participants
First Name	**Last Name**	**Organisation**	**Research Site**
Henry	Tsang	Athabasca University	Athabasca University
Martha	Radice	Dalhousie University	Dalhousie University
Sara	Jacobs	University of British Columbia	University of British Columbia
Thomas	Strickland	McEwen School of Architecture	Laurentian University
Gregory	MacNeil	The Association for Preservation Technology International	Carleton University
Danielle	Catley	Royal Architectural Institute of Canada	National Partners
Isabelle	Cardinal	Société Logique	Université de Montréal
Matt	Nomura	Calgary Homeless Foundation	University of Calgary
Ben	Johnston	Dalhousie University	Dalhousie University
Maisie	Berens	University of Manitoba	University of Manitoba
Yolene	Handabaka Ames	Université de Montréal	Université de Montréal
Ryan Bang Yan	Ma	Toronto Metropolitan University	Toronto Metropolitan University
Alex	Larose	Carleton University	Carleton University

Room6_ Location: Medjuck Architecture Building - Room 1210			12 Participants
First Name	**Last Name**	**Organisation**	**Research Site**
Douglas	MacLeod	Athabasca University	Athabasca University
Ipek	Tureli	McGill University	McGill University
Robert	Wright	University of Toronto	University of Toronto
Jonathan	Jucker	University of Calgary	University of Calgary
Giovanna	Boniface	Royal Architectural Institute of Canada	National Partners
Leah	Perrin	Halifax Regional Municipality	Dalhousie University
Laura	McBride	Rick Hansen Foundation	National Partners
Sarah	Huxley	Fondation Véro & Louis	Université de Montréal
Panos	Polyzois	University of Manitoba	University of Manitoba
Maëlanne	Armstrong	Université Laval	Université Laval
Marc	Fournier	University of Waterloo	University of Waterloo
Andrée-Ann	Langevin	Carleton University	Carleton University

Room7_ Location: Medjuck Architecture Building - Room B102			14 Participants
First Name	**Last Name**	**Organisation**	**Research Site**
Federica	Goffi	Carleton University	Carleton University
William	Morin	Laurentian University	Laurentian University
Virginie	LaSalle	Université de Montréal	Université de Montréal
Shannon	Bassett	McEwen School of Architecture (MSoA)	Laurentian University
Sam	Oboh	Ensight+ AAA	University of Calgary
Susan	Speigel	Ontario Association of Architects (OAA)	National Partners
Mylène	Gauthier	Ville de Québec	Ville de Québec
Victor	Bouguin	Vivre en Ville	Concordia University
Marjorie	Knight	House of Friendship	University of Waterloo
Cara	Chellew	McGill University	McGill University
Cynthia	San	University of British Columbia	University of British Columbia
Brianna	Brown	University of Waterloo	University of Waterloo
Iris	Pintiuta	McGill University	McGill University
Kaiden	Reding	Athabasca University	Athabasca University

Room8_ Location: Medjuck Architecture Building - Room 1005			14 Participants
First Name	**Last Name**	**Organisation**	**Research Site**
Derek	Reilly	Dalhousie University	Dalhousie University
Leila	Farah	Toronto Metropolitan University	Toronto Metropolitan University
Carmela	Cucuzzella	Université de Montréal	Université de Montréal
Adrian	Blackwell	University of Waterloo	University of Waterloo
Jonathan	Monfries	AAA Representative - Stantec	University of Calgary
Jeanne	Leblanc-Trudeau	Ville de Montréal	National Partners
Michelle	Gagnon-Creeley	CRAB Park Tent City / Ay'x Village	University of British Columbia
Michael	Otchie	BAIDA - ERA Architects	Athabasca University
Sarah	Danahy	BEA-Calgary	University of Calgary
Zen	Thompson	University of Winnipeg	University of Manitoba
Belle	Gutierrez-Kellam	University of Calgary	University of Calgary
Achraf	Alaoui Mdaghri	Université de Montréal	Université de Montréal
Benjamin	Dunn	University of Toronto	University of Toronto
Kayleigh	Hutt-Taylor	Concordia University	Concordia University

Room9_ Location: IDEA Building - Room 1003			14 Participants
First Name	**Last Name**	**Organisation**	**Research Site**
Veronica	Madonna	Athabasca University	Athabasca University
Shirley	Thompson	Mino Bimaadiziwin University of Manitoba	University of Manitoba
Darryl	Wastesicoot	York Factory First Nation	University of Manitoba
Fadi	Masoud	University of Toronto	University of Toronto
Michel	de Blois	Université Laval	Université Laval
Lyne	Parent	Association des architectes en pratique privée du Québec	National Partners
Grant	Fahlgren	CSLA	University of British Columbia
Dawn	Clarke	City of Calgary	University of Calgary
Marveh	Farhoodi	Open Architecture Collaborative Canada(OACC)	Toronto Metropolitan University
Chris	Wiebe	National Trust for Canada	Carleton University
Paniz	Mousavi Samimi	University of Calgary	University of Calgary
Firdous	Nizar	Université de Montréal	Université de Montréal
Sarah	Jervis	Dalhousie University	Dalhousie University
Nicole	Yu	Concordia University	Concordia University

Room10_ Location: IDEA Building - Room 1004			14 Participants
First Name	**Last Name**	**Organisation**	**Research Site**
Trevor	Butler	Athabasca University	Athabasca University
Samantha	Biglieri	Toronto Metropolitan University	Toronto Metropolitan University
Mercedes	Garcia Holguera	University of Manitoba	University of Manitoba
Bechara	Helal	Université de Montréal	Université de Montréal
Catherine	Riddell	ERA Architects	Carleton University
Darrell	MacDonald	Nova Scotia Department of Public Works	Dalhousie University
Meaghon	Reid	Vibrant Communities Calgary	University of Calgary
Kevin	Ng	Rick Hansen Foundation (RHF)	National Partners
William	Straw	Montreal 24/24	McGill University
Paloma	Castonguay-Rufino	Université de Montréal	Université de Montréal
Brendan	Roworth	Dalhousie University	Dalhousie University
Alexandre	Néron	McGill University	McGill University
Mohammad Reza	Seyedabadi	Concordia University	Concordia University
Paula	Rodrigues Affonso Alves	University of Manitoba	University of Manitoba

Speakers and Plenary Moderators: Day 1 + Day 2

Catherine Martin
Elder
Director of Indigenous community engagement
Dalhousie University

Brian Lilley
Associate Professor
Dalhousie University
Member of the Organizing Committee

Jean-Pierre Chupin
Professor
Université de Montréal
Project Leader

Carmela Cucuzzella
Dean, Faculté de l'aménagement
Université de Montréal
Member of the Governance Board

Susan Fitzgerald
Associate Professor
Dalhousie University
Member of the Organizing Committee

Doramy Ehling
Chief Executive Officer
Rick Hansen Foundation
Member of the Steering Committee

Samantha Biglieri
Assistant Professor
Toronto Metropolitan University
Member of the Steering Committee

Danielle Catley
Project Manager
Royal Architectural Institute of Canada
Member of the Dissemination and Outreach Committee

Laura McBride
Director of Marketing
Rick Hansen Foundation
Member of the Dissemination and Outreach Committee

Brian Sinclair
Professor
University of Calgary
Member of the Dissemination and Outreach Committee

Firdous Nizar
Doctoral Student
Université de Montréal
Member of the Dissemination and Outreach Committee

Josie C. Auger
Associate Professor
Athabasca University
Member of the Steering Committee

Trishtina Godoy-Contois
Indigenous Student
Athabasca University
Member of the Steering Committee

Susan Speigel
Architect
Former president of the Ontario Association of Architect
Member of the Steering Committee

Miriam MacNeil
Senior Director
Public Services and Procurement Canada
Member of the Steering Committee

Sara Jacobs
Assistant Professor
University of British Columbia
Member of the Steering Committee

Terrance Galvin
Professor
Laurentian University
Member of the Steering Committee

Mike Brennan
Chief Executive Officer
Royal Architecture Institute of Canada
Chair of the Governance Board

Cara Shan
Student
Athabasca University
Chair of the Graduate Students Committee

Morteza Hazbei
Postdoctoral Fellow
CRC-ACME + SSHRC partnership

Maria Patricia Farfan Sopo
Postdoctoral Fellow
SSHRC partnership

Organization Team and Funding

Your Notes

The 7 action modes of a roadmap

To quality in the built environment at the crossroads of equity, social value and sustainability

1 It sets out the provisional **timetable**

A roadmap clarifies values, objectives, resources, roles and tasks to be accomplished

2 It defines the scope and the **deliverables**

3 It anticipates **potential risks**

4 It engages all **stakeholders**

5 It includes **feedback** from different types of users

6 It provides **clear** and factual **information**
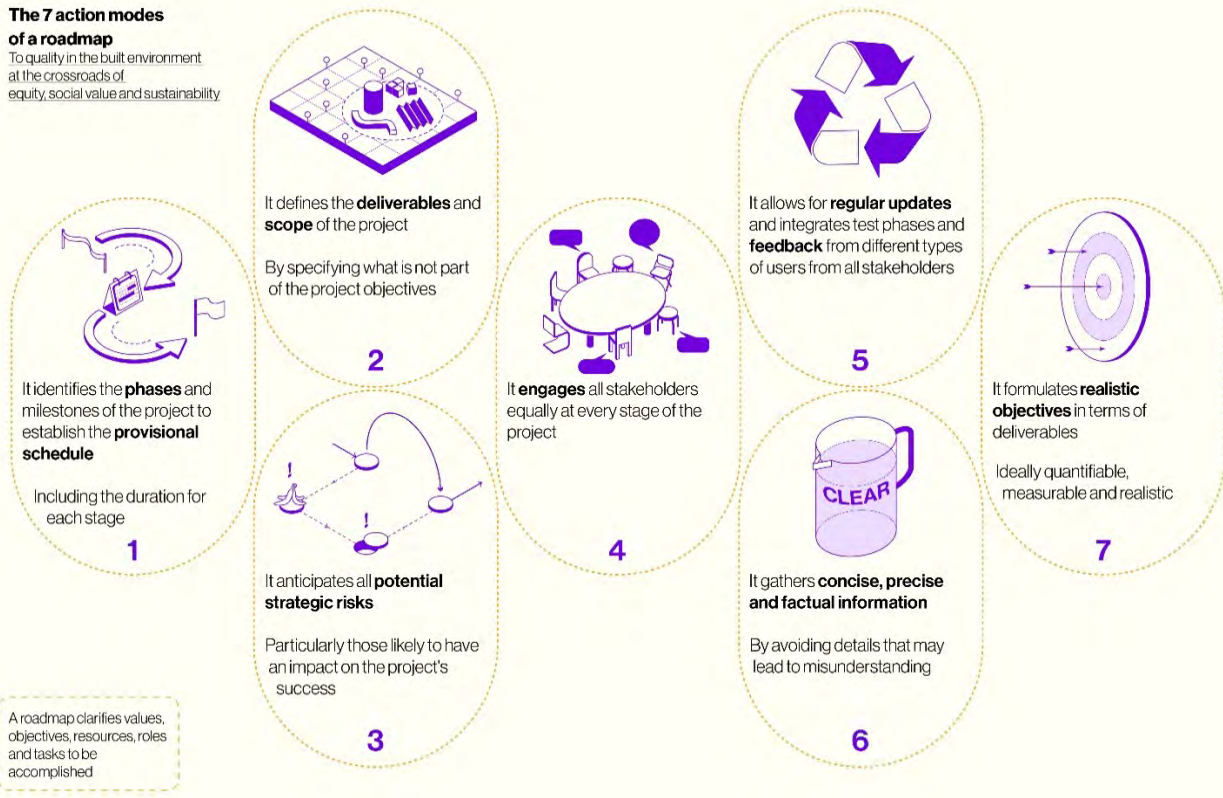
7 It formulates **realistic objectives**

The 7 action modes of a roadmap

To quality in the built environment at the crossroads of equity, social value and sustainability

1 It identifies the **phases** and milestones of the project to establish the **provisional schedule**

Including the duration for each stage

A roadmap clarifies values, objectives, resources, roles and tasks to be accomplished

2 It defines the **deliverables** and **scope** of the project

By specifying what is not part of the project objectives

3 It anticipates all **potential strategic risks**

Particularly those likely to have an impact on the project's success

4 It **engages** all stakeholders equally at every stage of the project

5 It allows for **regular updates** and integrates test phases and **feedback** from different types of users from all stakeholders

6 It gathers **concise, precise and factual information**

By avoiding details that may lead to misunderstanding

7 It formulates **realistic objectives** in terms of deliverables

Ideally quantifiable, measurable and realistic

5410 Spring Garden Rd, Halifax, NS B3J 1B6

1 Medjuck Front Lawn

2 Medjuck Building

3 G Building

4 IDEA Building

Social Sciences and Humanities
Research Council of Canada

Conseil de recherches en
sciences humaines du Canada

Canada

OAA Public Awareness Sponsorship Program Ontario - Roadmaps to Equity, Social Value and Environmental Sustainability

4. Tell us in detail about your project.   The scale of our project is ambitious and its importance to the culture of Canadian architecture is significant. Our research project brings together a diverse group of students, architects, professionals and community members, to support an urgent National, Cross-country conversation, structured around the very same principles that guide the OAA's social governance themes - climate action, equity, diversity and inclusion (EDI). This Sponsorship request focuses on the Ontario lead portion of the larger project - 5 Roadmaps.

  The Quality in Canada's Built Environment (QBE) partnership research project brings together fourteen Canadian university teams, five of which are Ontario Architecture Schools These five teams are working on scales and contexts of the most diverse issues facing architects as they seek to broaden definitions of quality in the built environment to meet new expectations of equity, inclusion, accessibility, social justice and environmental sustainability.
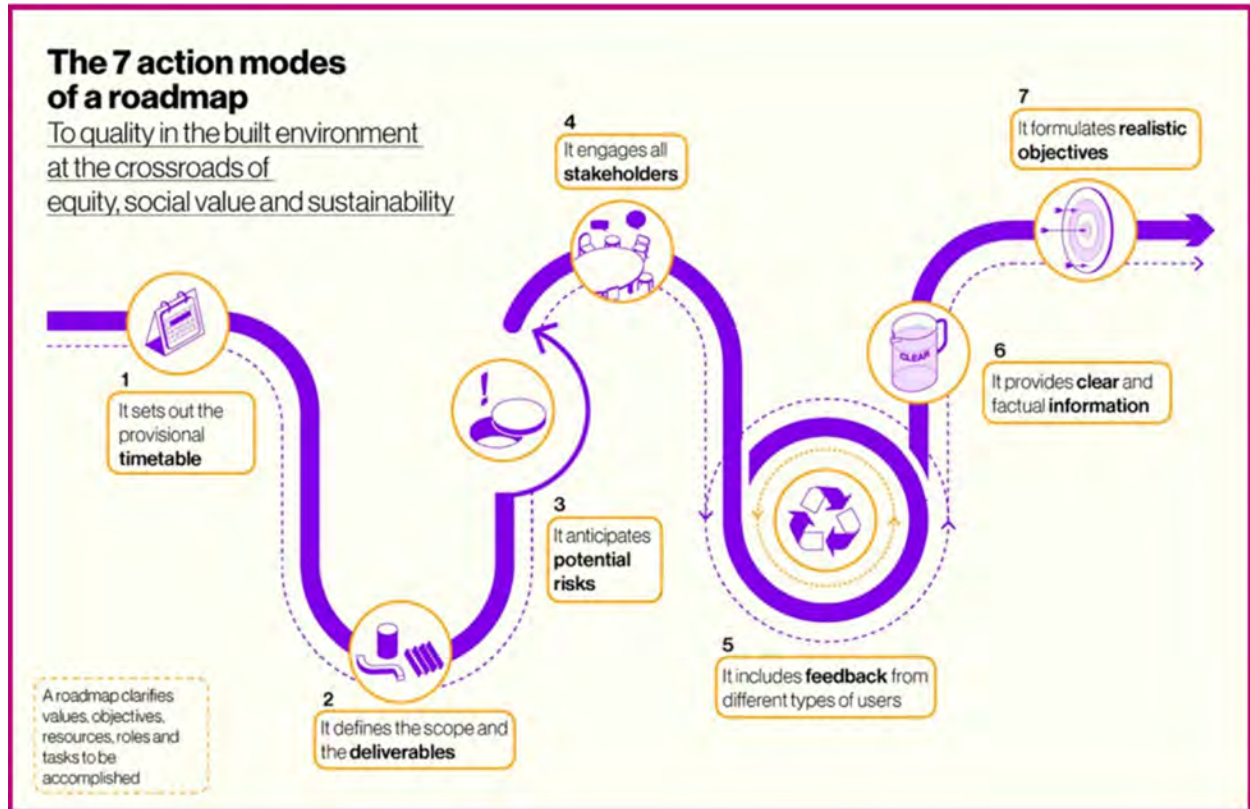
  Within this larger initiative, we are looking for support from the OAA for a very specific project for the preliminary project, involving only the five Ontario participating schools of architecture.The aim of this proposal for the OAA Public Awareness Sponsorship Program funding is to support the production of ROADMAPS TO QUALITY prototypes – a first iteration of five Roadmaps that represent the qualitative challenges of five specific built environment situations in Ontario.

  By funding these five multi-disciplinary teams, the OAA will support the Ontario schools in taking a lead in the research and public outreach for the Roadmaps, to raise awareness and educate the widest possible audience around the topic of quality in the built environment. This will be accomplished through the1st prototype production of Roadmaps, to be shared for feedback from the public and project stakeholders.

  The Ontario universities areas of research included in this application are: Laurentian University – Roadmap on Material Culture and Social Prosperity (Equity, Diversity and Inclusion); Toronto Metropolitan University – Roadmap on Inclusivity and Well-being on Toronto's Evolving Waterfront (Equity, Diversity and Inclusion); University of Toronto – Roadmap on Equitable Resilience in Toronto's Open Spaces – (Equity, Diversity and Inclusion, Public Realm, and Climate Action); University of Waterloo – Roadmap on The Long-Term Costs of the Rapid Construction of Multi-Unit Residential in Waterloo Region (Housing and Climate Action); Carleton University – Roadmap on Adaptive Reuse for Sustainable Future (Climate Action).

  Quality in the Built Environment is moving beyond the structural EDI and Reconciliation commitment and training, to start the hard work of embedding EDI into content and programming.

5. How does it promote architecture to the public?

The 7 action modes of a roadmap
To quality in the built environment at the crossroads of equity, social value and sustainability

4 It engages all **stakeholders**

7 It formulates **realistic objectives**

1 It sets out the provisional **timetable**

6 It provides **clear** and factual **information**

3 It anticipates **potential risks**

A roadmap clarifies values, objectives, resources, roles and tasks to be accomplished

2 It defines the scope and the **deliverables**

5 It includes **feedback** from different types of users

It promotes an ongoing dialogue WITH the public because people need to be consulted and heard! These voices must constantly be brought forward if we are to better understand the concept of quality as it applies to design of the built environment.

Quality in the built environment is traditionally defined by either experts in academia, or by those within the civil services, politics and governance. These definitions of quality often differ in myriad and important ways, with the voices of the public tending to get lost in the mix. Today, citizen groups are increasingly calling for a re-evaluation of normative evaluative frameworks, a re-consideration of procedures for the realization of the built environment, and new definitions of quality that respond to emerging expectations for equity, diversity, inclusion, and climate action. This renewal of the social value of buildings and designed landscapes requires reformulating how we program, design, build and evaluate our decision-making, disciplinary and professional silos.

The five Roadmap Prototypes are: #1 Detailed descriptions of case-specific challenges to be overcome, and situations to be understood and managed, - #2. Defined objectives to be achieved in each context - the what and the why, within the framework of established project values, - #3 Descriptions of specific contexts, - Illustrated summaries, understandable to all stakeholders, regardless of expertise and formal education, presenting steps to be followed and

approaches or methods to be implemented, in easily translatable graphics. - #4 Schematic timetables (process steps) to be followed to implement roadmap recommendations, - #5 An expandable checklist of risks, challenges and difficulties at each stage in a roadmap (mitigation plans).

6. Tell us about yourself or your organization and why this project is important to you.

We have 5 Ontario Universities participating in this project. Ontario has more schools of architecture than any other province. Our province has an important voice at the table, and we've been asked to take the lead at the front end of the research to push a working prototype forward as a Template for the rest of the provinces to use.

This unprecedented collaborative effort of academics, students, government and the public addresses pressing issues around justice, resilience, design, and public policies within the context of Canada's built environment. Together, we are working on ways to redefine the quality of built environments at the intersection of equity, social value and environmental sustainability. By mobilizing more than twenty relevant disciplines, we seek to better understand how to improve the quality of built environments, by making them more accessible, less stigmatizing, less unfair and more respectful of the natural environment.

This part of the project involves 5 teams of academic researchers, each bringing together representatives of four major stakeholders in the built environment: citizens; project funders and procurement; professionals in the design and construction sectors; and academia. This approach is intended to ensure an open, un-predetermined forum for sharing knowledge and a research laboratory for exploring issues related to the quality of the built environment.

7. What do you want to achieve? How will you know whether you are successful?

Our Roadmaps are designed to be usable TOOLS to promote public awareness and dialogue on issues of quality in the built environment.

It is also a collection of knowledge and co-creation - a knowledge development tool. We need interim summaries of the research to be represented in the prototypical Roadmaps. We continue to inventory the challenges and strategies resulting in the lack of quality with a yearly inventory of remarkable places. We also are inventorying projects that escape the awards of excellence and the conventional frameworks of quality recognition, to be sure that we are not picking the usual suspects.

The interim Roadmaps and Inventory will keep our research in feedback-loop mode as we work towards a conclusion about the definition of Quality through our larger country-wide project. Each research cluster's Roadmap needs to document architectural, urban, rural and landscape situations that call for interventions, changes in practice and changes in culture by including and educating the public. By developing these Roadmap prototypes we want to build a repertoire of good ideas and best practices that can be the content of educating the public available to decision-makers, professionals, educators, political and community representatives.

8. Why should the OAA sponsor this project?

The OAA is mandated to pursue two primary Objects : Protecting the public interest and promoting an understanding of the value of architecture culture to the public.

Our Roadmaps will satisfy both of these interests In their focus on listening to a wider public, supporting the pursuit of quality design within the industry, and demonstrating the social value of the architectural profession. This project is right in line with the OAA's newly published Strategic Plan. As such, the OAA could use this as part of developed content to demonstrate their questioning, insisting and supporting the lenses of EDI and Climate Action.

The question is really, who would NOT want to be involved in this project; arguably the most important research project currently addressing architecture culture in Canada? Ontario is a leader on the national radar for design and architecture with a large imminent generation of designers who are essential to our success. With five of our project teams located in Ontario, it seems a natural fit for the OAA to take the lead in supporting the development of these Prototypical Roadmaps.

This is work that the OAA doesn't need to duplicate. A constant duplication of work takes time and costs money, and this is research that can be done for your use with some financial support.

9. Who is the audience for this?
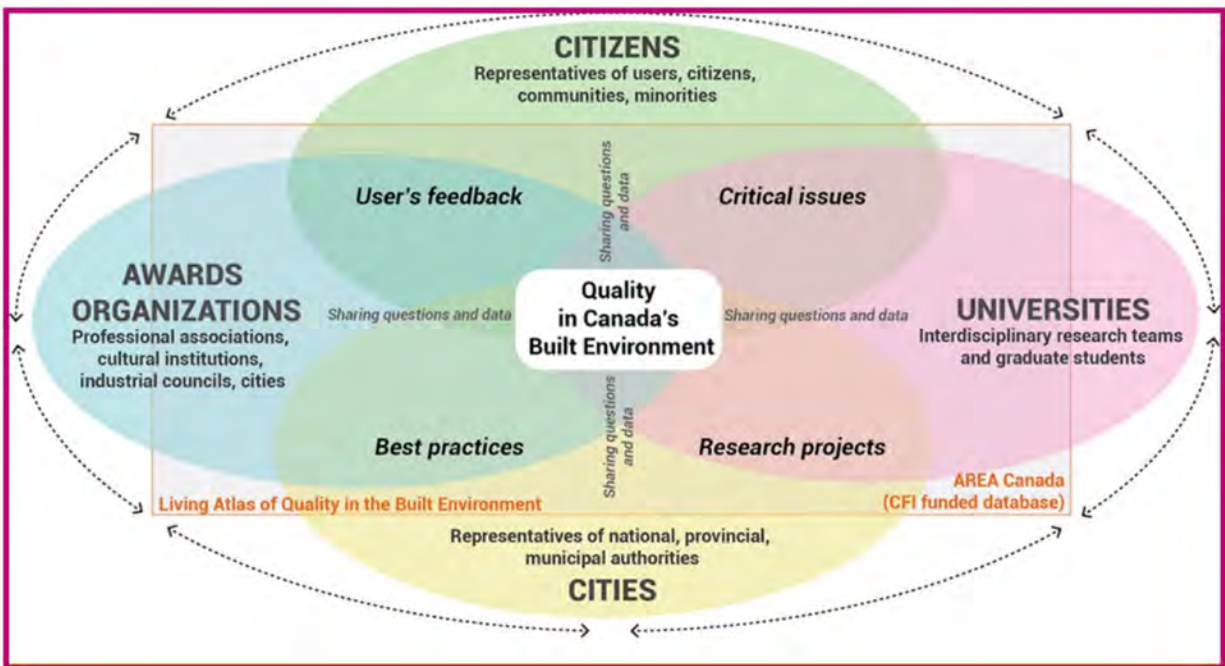
According to an Angus Reid Survey commissioned by RISE for Architecture, the public doesn't feel properly served by the architectural profession. We need to do better, and our research project moves us in that direction. For this part of the project, we are looking to engage an

Ontario audience in order to test and arrive at results that accurately reflect the thoughts and opinions of a wider general public. To achieve these objectives, the partnership brings together methodologically five sets of stakeholders concerned with the use, scientific study, planning, design, construction and management of built environments.

- Citizens – The Public - representatives of communities including minorities and underrepresented populations

- Cities + Rural Areas – actors in national, provincial,municipal governance, and private actors in the processes of procurement

- Organizations assessing quality - professional associations, award-granting institutions, councils.

- Academic Institutions - interdisciplinary research teams. These Roadmaps take as their starting point the expectations and needs of citizens and communities as represented in public or para-public commissioning frameworks. The aim is to work on improving these representations

- A New Generation of Architects We need to educate a new generation of architects and the public that is trying to understand the culture of architecture and their place within it during a complex moment in time. Supporting the next generation is the key to securing the future of architecture.

10. How did you arrive at the financial figure you are requesting?

We have already received a wonderful start of support from the OAA Sponsorship Program in 2023. The $3,000 was used to develop the foundational requirements for the Roadmaps so that students presently working on the study will be able to present their prototype templates at the May 2024 conference in Halifax. Thank you immensely for your support. We still have much more work to do! We are asking for a further $7,000 to complete the necessary $1,400 funding per University team.

We have broken down the process and established the time commitments, honoraria, materials, tools and other expenses required to arrive at a roadmap prototype. $1,400 will enable each team to complete this important work. Five teams in Ontario would each receive an equal portion to support the student and educational teams to develop a 1st prototype on how to most effectively represent the Quality Roadmaps.

11. Please provide a detailed description of all the sponsor benefits to offering financial commitment. If there are various levels, outline the different associated benefits.

As mentioned, our Roadmaps project aligns well with the OAA's own interests and mandates. Supporting our work promotes the architectural profession to a wider public, which directly supports the educational mandate of OAA. The OAA is not a content or curriculum developer.

This content 'in-progress' can be showcased as an ongoing conversation of the OAA's support of this exploratory discussion on quality.

Additionally, being engaged with Ontario's schools of architecture and their students, it welcomes them to the OAA, as many of them will one day be OAA licensed architects.

The OAA's generous contribution to our project, through both past support and this current funding request, would be gratefully acknowledged in both printed and online publications, with the prominent inclusion of your logo. Supporting this initiative will also allow the OAA to join the discussion on supporting a better built environment, and increase the OAA's support of ideas and exposure to fourteen research sites across the country, five of which are within Ontario. It will provide interesting website exposure and social media content This is an opportunity to share a message with over 150 project participants and the chance to showcase the OAA's best practices contribution and impact on the built environment.

12. What else should the Committee know about your project?

Our project attempts to explore the foundational premise of the culture of architecture, probing its continued relevance to healthy, equitable and sustainable societies. This is an opportunity to show our commitment to promote a meaningful public discussion on Quality. Your sponsorship will support the notion that for architecture in Canada, quality counts.

Student Testimonial:

" Participating in the Quality in the Built Environment project has been an eye-opening and transformative journey for me, as an Indigenous student with a background in political economics and community work. The opportunity to step into leadership roles where my Indigenous heritage was not just acknowledged, but truly valued, really stood out for me. Additionally, I've had the chance to work alongside leading experts in the field of the built environment, delving into the challenges and potential solutions related to quality, which has been a significant driver in my educational journey.

I've absorbed knowledge that extends beyond my regular academic curriculum, enhancing my understanding of the complex issues that directly impact my community. This learning came not just from textbooks, but also through hearing the diverse lived experiences of people from different communities across Canada. The skills and insights I've gained from this project are invaluable. I am excited to apply them in future phases of this project, as well as in my ongoing academic work and community contributions."

Trishtina Godoy-Contois - Student