



Ontario Association
of Architects

VISION

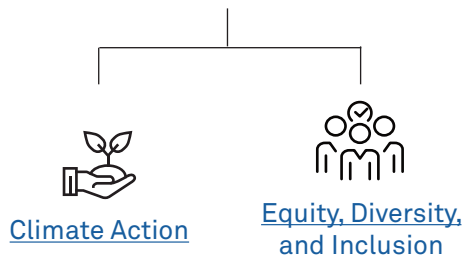
An Ontario in which architects are valued contributors to society, by creating a safe and healthy built environment that performs at the highest levels and elevates the human spirit.

MANDATE

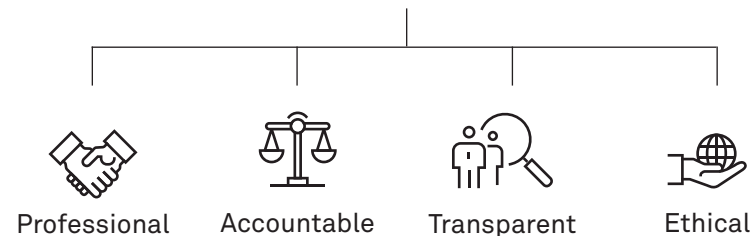
To regulate and govern the practice of architecture in Ontario in the service and protection of the public interest in accordance with the *Architects Act*, its Regulations, and Bylaws; to develop and uphold standards of skill, knowledge, qualification, practice, and professional ethics among architects;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

Strategic Plan [2022-2027]

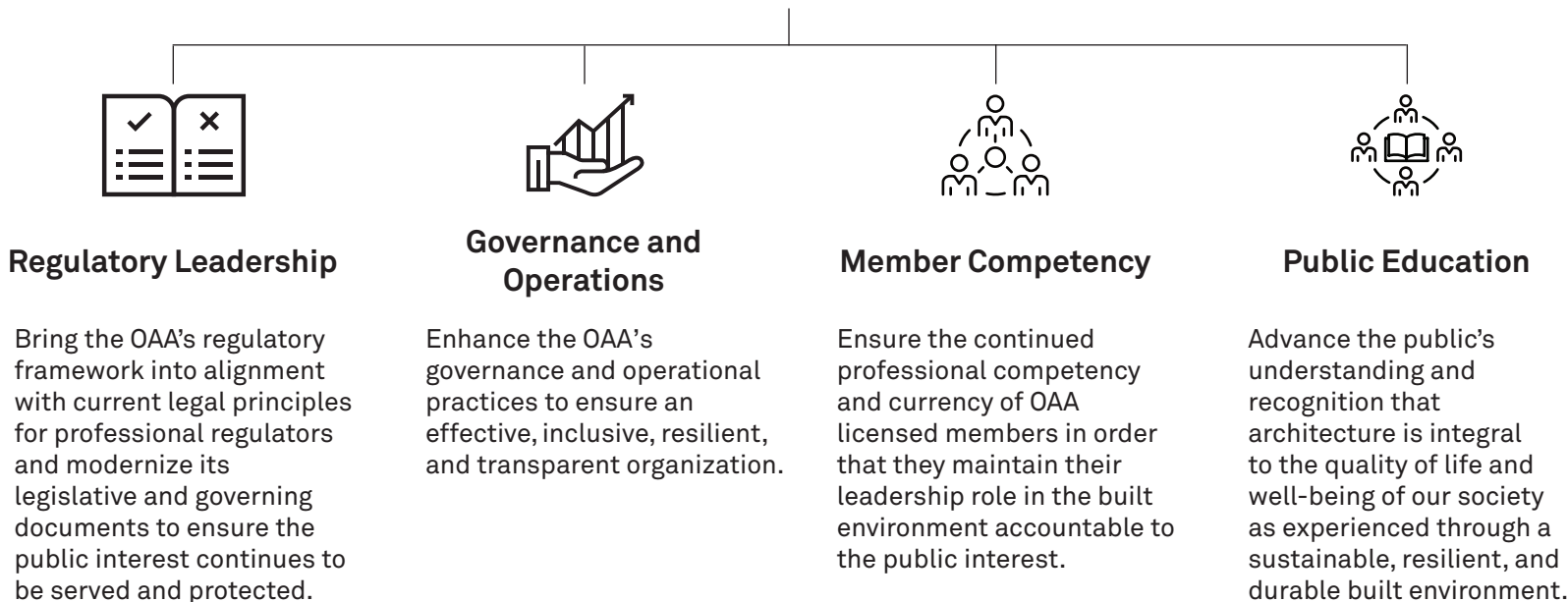
Themes



Values



Strategic Priorities





Regulatory Leadership

Governance and
Operations

Member
Competency

Public Education

Goal Statements	Bring the OAA's regulatory framework into alignment with current legal principles for professional regulators and modernize 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 <i>Architects Act</i> and its Regulation. ● Increase transparency, fairness, objectivity, and impartiality of OAA registration and regulatory processes. ● Continue to serve the public interest through ongoing enforcement activities and investigating breaches of the <i>Architects Act</i> and its Regulations. ● Continue to invest in programs and activities that contribute to and foster the diversity and perspective of new applicants to the architectural profession.	● 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 **Council Meeting Rules and Procedures**

Issue Date **November 29, 2023**

Revision Dates **June 15, 2026**

Meetings of the Council of the Ontario Association of Architects (OAA) are conducted in accordance with Robert's Rules of Order unless otherwise provided in the OAA Bylaws or approved by Council policy and procedure.

This document outlines the rules and procedures governing the conduct of OAA Council meetings.

Role of the Chair

The Chair leads Council meetings and is responsible for ensuring that business is conducted in an orderly, fair, and efficient manner in accordance with the OAA Bylaws, Robert's Rules of Order, and any applicable Council policies and procedures. Specifically, the Chair:

- Presides over Council meetings and maintains order and decorum.
- Recognizes speakers, maintains the speakers' list, and ensures members are given a fair opportunity to participate in debate.
- Calls for the vote, determines the result, and announces Council's decision.
- Exercises their discretion by limiting or disallowing remarks that are repetitious or off-topic and redirecting the conversation to the pending item/motion.
- At their discretion may permit non-board members, including speakers, to speak during the meeting or make presentations.

Core Responsibilities of Councillors

A Council member's core responsibility is to provide governance, oversight, and policy direction in accordance with the *Architects Act*, Regulations and Bylaws.

- Prepare for meetings by reading materials in advance.

- Attend and participate actively in meetings.
- Ask questions when clarification is needed.
- Remain on topic; refrain from questions and comments not germane to the item being considered.
- Debate motions respectfully and constructively.
- Vote on motions and other business
- Exercise independent judgment in the best interests of the organization.
- Follow the Bylaws, legislation, and meeting procedures.
- Maintain confidentiality where required, especially for in-camera matters.
- Avoid conflicts of interest and act with integrity.
- Speak with one voice once a decision has been made by Council.

Motions – Decision Making at the Council Table

- In general, motions to be voted on by the Council are contained within the individual reports to Council. Motions are moved by the Council member bringing the report forward. A seconder may also have been prearranged as identified in the report or may be identified when the motion is presented at the meeting.
- Where a report is presented by a member of staff, a motion for consideration may be contained in the report and a mover and seconder identified during the meeting.
- A motion may also be introduced at the meeting by any member of Council for an item that is “*For Discussion*” and a motion has yet to be identified.

Who can make a motion and when?

Where a motion has not yet been identified, the following sets out who may make a motion and when.

- A council member may make a motion when the Chair recognizes them and no one else has the floor i.e. it is their turn to speak AND there is not already a main motion on the floor.

Exceptions:

If there is a main motion already on the floor a Councillor may make a motion to amend or defer/delay the motion on the floor. That secondary motion must be voted on before returning to the main motion.

A motion regarding *point of order*, *adjournment* or *question of privilege* (i.e. there is an urgent or immediate matter affecting the meeting) can be introduced by any Council member at any time.



Sequence of Actions pertaining to a motion

The following summarizes the sequence of actions for considering items that require direction from Council.

- ✓ The Chair introduces the item as set out on the agenda.
- ✓ The Councillor responsible introduces the motion.
- ✓ The Chair recognizes a seconder for the motion.
- ✓ The Chair restates the motion.
- ✓ The Chair opens the floor for debate.
- ✓ Once debate has concluded, the Chair calls the vote.
- ✓ The Chair announces the result.

Discussion and debate 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 who has not spoken to an item/motion shall be given preference on the speakers' list over any Councillor who has already spoken.
- '*through the chair*' is required, which is a procedural rule that requires all questions, comments and queries to be directed to the Chair.
- 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.

OAA Council Quorum requirements

Quorum is required for Council to legally conduct business.

Under Robert's Rules of Order **quorum is the majority of the sitting members of the Council**.

The number of Council members that constitute quorum may change from year to year depending on the number of LGIC appointees and whether the immediate past president remains in office. If there is a vacancy on Council, that seat does not count toward quorum.

The *Architects Act* sets out the total number of eligible seats on council.

- 16 elected members of council
- Up to 5 Lieutenant Governor in Council Appointees
- Immediate past president, if they are not an elected member of Council. *



*The maximum number of sitting Councillors there can be in a given year is 22 -- **Quorum would be 12.**

If the IPP is still serving a three-year term, the maximum number of sitting Councillors in that given year is 21 -- **Quorum would be 11.**

Vote requirements to pass a motion

The by-laws set out the requirement for a motion to pass.

*S14. Questions arising at any meetings of the Council shall be decided by a **majority of votes**. In case of an equality of votes, the Chair, in addition to their original vote, shall have a second or casting vote.*

Important Note: Motions pass by a **majority of votes cast**, not by a majority of the quorum.

Abstaining from the Vote

Under Robert's Rules of Order, abstaining from a vote is allowed and should only be done **for specific reasons**. The following guides when a Councillor **should** and **may** abstain:

- ✓ Conflict of interest
- ✓ Bias or lack of objectivity
- ✓ Insufficient information
- ✓ Not present for full discussion

Abstentions are not counted as votes.

For example, 20 votes cast: *10 in favour, 5 opposed, 5 abstentions. Motions carries.*

Reopening a matter that has already been decided.

As set out in the OAA Bylaws a motion receiving two-thirds majority vote is required to re-open a matter in the same calendar year.

15. No question or matter that has been decided by a majority of votes at a meeting of the Council in a calendar year shall be reviewed or re-examined at any subsequent meeting of the Council in the same calendar year unless at least two-thirds of the members of the Council present at that subsequent meeting agree to do so.

In Camera vs. Open Session

Section 16 of the OAA Bylaws states:

All Council meetings shall be open to the public except for the in-camera portion of any Council meeting. Matters to be considered in-camera include:

- 1) *Issues related to Association personnel;*



- 2) *Litigation or matters in anticipation of litigation;*
- 3) *Negotiations with a government, other association or governing body for architects or other professionals;*
- 4) *Financial and personal matters where Council believes the need for privacy outweighs the public interest in disclosure; and*
- 5) *Any other matter identified by the Executive Committee and agreed to by Council.*

Meeting guests and observers

OAA members, staff and the public may join the open portion of a Council meeting. These individuals attend with 'observer status'.

- Observers do not participate in the meeting or engage in Council discussions when the meeting is in session.
- Members of Council should not direct questions or comments to council meeting observers.
- If there is a question pertaining to a report that may have been written by a staff member or in collaboration with a staff member, the question should be posed *'through the chair'*.
- If a guest has been asked to present information, questions should also be asked *'through the chair'*.

In Camera | In Camera Session

Each meeting agenda will include time for an in-camera session.

The session is conducted without staff present and serves the following purposes:

- to discuss matters related to the performance of the Executive Director or Registrar
- to discuss matters of internal governance and relations among the Council to discuss relations between the Council and senior staff
- to conduct a discussion of a matter in private that may be prejudicial to, or influenced by, staff.

While the practice of meeting without management allows Directors to discuss issues privately, the session is not intended to rehash the agenda, or to have discussions

or make business decisions where input from the Executive Director and/or management is important for good decision-making. It is also not intended to discuss general items of concern that do not fit within the stated definition.

Following the meeting the President's advises the Executive Director of any matters for information and/or action of the administration.

Point of Order

Point of order is a tool used in a meeting to alert the Chair to a concern over the conduct of a meeting, specifically where rules or decorum may have been broken.

Any member of the Council may raise a point of order at any point during a meeting and may interrupt another speaker during debate or discussion if they feel a point of order is urgent. Senior staff at the table may also raise a point of order.



Common, appropriate uses include:

- Off-topic discussions: The current speaker is off-topic.
- Rule breaches: Meeting rules and/or agreed to procedures are being broken.
- Disruptive behaviour: Another member is engaging in inappropriate or unproductive conduct.
- Missing quorum: Not enough members are present to conduct official business.
- Time limits: Speaker has exceeded their allocated time.

The point is resolved before business continues and it is at the discretion of the Chair to decide whether the rule has been broken or submit it to the judgment of the rest of the Council. A point of order must be raised at the time the rules are thought to be broken (not after the fact).

Purpose and format for Meeting Minutes

According to Robert's Rules of Order, meeting minutes should focus on recording what was 'done' at a meeting, not what was 'said'.

They are a record of the decisions made by the Council along with the action and direction given.

They are not intended to be a verbatim transcript of the meeting; there is no need to record who said what during discussion and debate.

- ✓ Do record and identify when a specific guest is asked to speak.
- ✓ Do record when a Council member speaks as distinct from a staff member, or when a staff member has been asked to provide information or present on a matter.



**09[ONTARIO ASSOCIATION OF ARCHITECTS
Council Meeting of June 25, 2026 at approx. 11:00 a.m.**

Meeting # 306

OPEN MEETING AGENDA

Recognition of Traditional Lands

4 mins 1.0 AGENDA APPROVAL

1 min 1.1 Declaration re. Conflict of Interest

2.0 APPROVAL OF MINUTES

4 mins 2.1 Draft minutes of the May 12, 2026 Open Council Meeting (*see attached*)

2 mins 3.0 BUSINESS ARISING FROM THE MINUTES

4.0 ITEMS FOR REVIEW AND APPROVAL

15 mins 4.1 Consideration re. Climate Action Requirement under the Continuing Education Program (*see attached*) Deputy Registrar
It was moved by... and seconded by... that Council continue/sunset the mandatory content requirement for the 2026-2028 Continuing Education Cycle.

15 mins 4.2 Proposed programming for 2027 in lieu of OAA Conference (*see attached*) Executive Director
It was moved by ... and seconded by ... that Council approve, in principle, the proposed programming for 2027 in lieu of Conference which has been developed in consultation with the Society Chairs and the Communications and Public Education Committee as presented to Council on June 25, 2026; and, that staff be directed to move forward with identifying the necessary resources and budgets for consideration in the context of the 2027 operating budget.

10 mins 4.3 SHIFT Theme for 2027 and proposed programming (*see attached*) VP Speigel
It was moved by Speigel and seconded by Mintz that Council approve the theme for SHIFT 2027- The Streets Challenge as presented to Council on June 25, 2026.

5 mins 4.4 RFP for the Engagement of a Strategic Planning Consultant and associated budget (*see attached*) Governance Committee
It was moved by Richter and seconded by Mintz that Council:

- *Approve the RFP for the engagement of a strategic planning consultant as presented to Council on June 25;*
- *Approve the proposed budget of \$70,000 for the entirety of the strategic planning exercise to be included in the 2027 operating budget;*
- *Approve the proposed schedule and timeline as set out in the RFP, and;*
- *that the Executive Committee of Council be directed to conduct the selection process with a final recommendation for the engagement of a consultant to be presented at the September meeting.*

5.0 ITEMS FOR DISCUSSION

10 mins 5.1 Conference 2026 Debrief and Next Steps for Conference 2028 (*see attached*) Executive Director

6.0 REPORTS

1 min 6.1 Report from the President – Activities for the months of May-June (*see attached*) President

Open Council Agenda

1 min	6.2	Report from the Executive Director (<i>see attached</i>)	Executive Director
1 min	6.3	Report from the Registrar (<i>see attached</i>)	Registrar
	6.4	Report from the Senior Vice President and Treasurer	SVP & Treasurer
5 mins		6.4.a Financial Statements for 6 months ending May 31, 2026 (<i>see attached</i>)	
	6.5	Committee Reports	Committee Chairs
1 min		6.5.a Communications & Public Education Committee – Update (<i>see attached</i>)	VP Speigel
1 min		6.5.b Governance & HR Committee - Update (<i>see attached</i>)	SVP & Treasurer
1 min		6.5.c OAA Building Committee- Update (<i>see attached</i>)	SVP & Treasurer
1 min		6.5.d Practice Resource Committee (PRC) – Update (<i>see attached</i>)	VP Schuhmann
1 min		6.5.e Policy Advisory Consultation Team (PACT) – Update (<i>see attached</i>)	VP Vilardi

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 & Administration (*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 Annual Society Chairs Meeting Summary – May 2026 (*see attached*)

8.0 OTHER BUSINESS

9.0 DATE OF NEXT MEETING

- 9.1 The next regular meeting of Council is September 17, 2026 at 9:30 a.m. at the OAA Headquarters, Toronto, Ontario.

10.0 ADJOURNMENT

Ontario Association of Architects

Meeting #305 Open

MINUTES

May 12, 2026

The three hundred and fifth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Tuesday May 12, 2026 at the Delta by Marriott Waterloo, Waterloo, Ontario and virtually via Zoom.

Present:	Lara McKendrick	President
	Anna Richter	Senior Vice President and Treasurer
	Kristiana Schuhmann	Vice President
	Susan Spiegel	Vice President
	Settimo Vilardi	Vice President
	Loloa Alkasawat	Councillor
	Donald Ardiel	Councillor
	J. William Birdsell	Councillor
	Maxine Blais	Councillor
	Jim Buttici	Lieutenant Governor in Council Appointee
	Andrew Chau	Councillor
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee (virtual)
	Natasha Krickhan	Councillor
	Jenny Lafrance	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee (part attendance)
	Elaine Mintz	Lieutenant Governor in Council Appointee (virtual)
	Angela Panacci	Lieutenant Governor in Council Appointee
	Nicola Russo	Councillor
	Ted Watson	Councillor
	Thomas Yeung	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services

Regrets: None

Guests: Member, Andrew Thomson (virtual – part attendance)

The President called the meeting to order at 12:40 p.m.

The President noted that a land acknowledgement and recognition of the Indigenous land and its people is being shared with Council in a video from the Bachelor of Indigenous Environmental Science and Practice (BIESP) at the University of Guelph <https://www.youtube.com/watch?v=byTvZQ4fmeY> . Following the video, the President shared with Council a recognition of Traditional Lands specific to the Region of Waterloo.

The President welcomed staff and members in attendance at the meeting. The President noted that member, Andrew Thomson was attending the meeting to present OpenBuildings proposal for the OBJECTIVE software funding.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

AGENDA APPROVAL

10065. The President reported that there were no new items to be added to the agenda.

It was moved by Butticci and seconded by Lafrance that the agenda for the May 12, 2026 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

10066. *Reference Material Reviewed:* Draft minutes of the March 5, 2026 Open Council meeting.

The draft minutes of the March 5, 2026 Open Council meeting were reviewed.

It was moved by Birdsell and seconded by Richter that the minutes of the March 5, 2026 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

10067. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

10068. *Reference Materials Reviewed:* Memorandum from Vice President and Chair, Communications and Public Education Committee, Susan Speigel and Vice President and Chair, Policy Advisory Coordination Team, Settimo Vilardi dated April 20, 2026 re. Funding Request for OpenBuilding's OBJECTIVE Energy and Carbon Modelling Software and attached supporting documentation.
(APPENDIX 'A')

Andrew Thomson joined the meeting at 12:40 p.m.

The President welcomed Thomson to the meeting.

Thomson presented Council with a demonstration of the software in real time, highlighting that the new tool closes the gap between estimates and targets vs. real time data.

Thomson noted that the PRO version of the new software allows for additional analysis and to study a group of buildings in the aggregate. The target audience for the PRO version is generally client groups with a stock of buildings. Subscriptions to the PRO version would sustain the current version which would continue to be free to OAA members.

A member of Council expressed some concern with respect to the high software costs incurred in architectural firms and ongoing subscription costs.

Thomson reiterated that the PRO version is suited to large scale projects, for example, a block-style study of buildings. The simplified version remains complimentary with funding to be assisted in part by the pro version. Subscription fees are not contemplated in the free version.

Thomson noted that the funding request is intended to assist in the development of the PRO version. If there is not sufficient funding then the software would likely be privatized which may limit the free access by the profession.

A Councillor noted the high cost of software licensing fees in general and requested clarification as to whether the Pro fee includes support and training.

Thomson responded that there is currently information available online thru blogs, and on YouTube. There is education and training offered by OpenBuildings currently running at \$2,000 for a large group session,

A member of Council expressed some concern with the process for this request and that it is suggested that the funds are to be drawn from the Policy Contingency. As an alternative, consideration could be given to multi-year funding request I with a clearer business plan and that the request be deferred to the September Council meeting.

It was suggested by a Councillor that there may be a benefit to repackaging the branding of the product so there is a better understanding of the purpose and benefits.

A Council member noted that architects generally look at sustainability at the outset of the program. As part of the OAA's Strategic Plan, climate action is one of the pillars and the OAA should demonstrate itself as a leader in that respect.

Thomson noted that there have been over 800 downloads of the software and many architects are using the tool right from the RFP stage. Over 2000 have taken the training noted earlier. Public Awareness Sponsorship has also been received to date adding that the project was started under the former Sustainable Built Environment Committee. Thomson suggested that ask is small considering the quality of the software and the level of volunteer, in-kind contribution.

A member of Council noted that PACT and CPEC considered the request, suggesting that the OAA should continue to invest in this ongoing project. There is more feedback on the tool to support grant applications to CMHC and would be beneficial in replacing the retention of external consultants for projects.

It was suggested by a Council member that the key for acceptance is to have it recognized widely in the sector.

Clarification was requested by a Council member as to whether there are existing public business cases which demonstrate firms which have used this software.

Thomson responded that the data is not available at this point. . He would need to provide a demonstration to a firm to the cost and end outcomes as well as take into account the non-monetary benefit to the firm such as education for the staff.

There was some concern raised about the funding request and process to request the funding. It was further suggested that a better understanding of the business case and deliverables is needed since it is likely that further funding will be needed, specifically from the OAA.

The President called for a vote.

It was moved by Vilardi and seconded by Speigel that Council fund the OBJECTIVE Energy and Carbon Modelling Software in the amount of \$50,000, subject to further discussion about free access to the professional version for OAA members.

-- CARRIED (14 in favour, 4 opposed (Alkasawat), 1 abstention (Ardiel))

The President thanked Thomson for his presentation.

Thomson left the meeting at 1:20 p.m.

ITEMS FOR DISCUSSION

10069. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated April 27, 2026 re. Alternative Programming to Conference in 2027. (**APPENDIX 'B'**)

The Executive Director reminded that Council had agreed to pause OAA Conference proper in 2027, however, a review of the approach to programming and the following key goals and objectives will be considered: Celebratory elements; public awareness; networking; and, education. The next conference will take place in 2028.

It was suggested by a Councillor that staff may wish to do a comparative of the OAA versus the RAIC Conference, adding that RAIC's attendance surpassed 1,000. It was suggested that other conferences encountered relatively higher attendance.

It was suggested by a Council member that one event falling under each objective be held in the spring/summer of 2027.

A Councillor suggested that the format should be more of a conference than a tradeshow.

A member of Council suggested that the Conference generally receives the same number of attendees but is lower as a percentage of the membership. The team may wish to visit areas which need improvement including a need for increased media outreach. There should be more in-person localized events.

It was suggested by a member of Council that the keynote could be held in a specific geographic location to allow for attendance as well as to share on a virtual platform. In addition, brief happy hour could follow the event. A Councillor suggested that the focus of the keynote could be to bring it to the members in regional hubs and from an online perspective include online commentary and breakout rooms.

The Executive Director suggested that there is a need to focus on ways to engage more members. The SHIFT challenge will fall next year which may potentially be held in the OAA Headquarters. In addition, it could be coupled with a road show travelling to the various societies in the province.

A Council member suggested that the venue may be potentially held in large firms throughout the city.

It was suggested by a Council member that 2027 and the ideas shared may be an opportunity to renew interest and engage with members.

A member of Council suggested that the OAA may wish to couple its event with another larger event to gain traction (ex. TIFF in Toronto).

A Councillor suggested that the OAA may wish to reach out and engage the public with the World Architecture Day.

It was suggested by a member of Council that the OAA may be an ideal venue as the Landscape Project would be expected to be completed at that time and would facilitate drawing attendance.

A Council member suggested that there are theatres in the city which are typically closed on Mondays but rent out for events as a consideration and include an online link to those events.

It was suggested by a member of Council that a bi-annual regional event could be held with architectural firms and universities providing the space.

The Executive Director noted that a location for the 2028 Conference will be discussed in the next while with the Conference team and through CPEC.

The report was noted for information.

EXECUTIVE COMMITTEE REPORTS

10070. *Reference Material Reviewed:* President's Activities for the months of March 2026 to May 2026. **(APPENDIX 'C')**

The report was noted for information.

10071. *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated May, 2026 re. Executive Director Report to Council. **(APPENDIX 'D')**

The report was noted for information.

10072. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills re. Office of the Registrar Statistical Report to Council for the period February 18 to April 28, 2026. **(APPENDIX 'E')**

The report was noted for information.

10073. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Anna Richter, dated April 21, 2026 re. Unaudited Financial Statements for the Three Months Ended February 28, 2026 and attached supporting documentation. **(APPENDIX 'F')**

The Senior Vice President and Treasurer reported.

The report was noted for information.

10074. *Reference Material Reviewed:* Memorandum from the Communications and Public Education Committee (CPEC) dated April 24, 2026 re. Update from the Communications and Public Education Committee (CPEC) and attached background information. **(APPENDIX 'G')**

The report was noted for information.

10075. *Reference Material Reviewed:* Memorandum from Governance Committee dated April 1, 2026 re. Update from OAA Governance & HR Committee. **(APPENDIX 'H')**

The report was noted for information.

10076. *Reference Material Reviewed:* Memorandum from the OAA Building Committee dated April 15, 2026 re. Update from the OAA Building Committee. **(APPENDIX 'I')**

The report was noted for information.

10077. *Reference Material Reviewed:* Memorandum from the Practice Resource Committee (PRC) dated May 4, 2026 re. Practice Resource Committee (PRC) - Update. **(APPENDIX 'J')**

The report was noted for information.

10078. *Reference Material Reviewed:* Memorandum from Vice President and Chair, Settimo Vilardi dated April 24, 2026 re. Update on the Policy Advisory Coordination Team's (PACT) work. **(APPENDIX 'K')**

The report was noted for information.

ITEMS FOR INFORMATION

10079. *Reference Material Reviewed:* OAA HQ Landscape Revitalization – OAA Council Update – May 5, 2026. **(APPENDIX 'L')**

The report was noted for information.

10080. *Reference Material Reviewed:* Memorandum from Vice President and OAA Representative to the ROAC, Settimo Vilardi, dated April 27, 2026 and attached background information. **(APPENDIX 'M')**

OTHER BUSINESS

10081. There was no other business.

DATE OF NEXT MEETING

10082. The next regular meeting of Council is Thursday June 25, 2026 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

ADJOURNMENT

10083. **It was moved by Butticci and seconded by Panacci that the meeting be adjourned at 2:00 p.m.**

-- CARRIED UNANIMOUSLY

President

Date

Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Maxine Blais	Jim Buttici
Kimberly Fawcett-Smith	Natasha Krickhan
Jenny Lafrance	Michelle Longlade
Elaine Mintz	Angela Panacci
Clayton Payer	Anna Richter
Nicola Russo	Kristiana Schuhmann
Susan Spiegel	Settimo Vilardi
Edward (Ted) Watson	Thomas Yeung

FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 4.1

From: Claire Hepburn, Deputy Registrar

Date: June 11, 2026

Subject: Mandatory Learning Hours for 2026-2028 Reporting Cycle

Objective: To decide whether to continue the mandatory climate action hours in the 2026–2028 reporting cycle.

Background

On January 20, 2022, Council approved a requirement for a content specific area of mandatory learning within the OAA's Continuing Education Program for the July 1, 2022-2024 Reporting Cycle.

Under this requirement, members would be responsible for gaining two hours of structured learning focused on addressing the climate crisis, sustainability and/or energy conservation.

The following parameters were established around this mandatory learning component:

- The learning must be completed in the category of structured learning activities;
- The number of hours required will be two (2) structure hours within the 2-year cycle;
- The learning will be self-reported, unless the member has undertaken learning that the OAA has offered directly and conducted the registration;
- Staff will implement a system within the Continuing Education transcripts in order to record this learning; and
- Each member has the flexibility to decide how best to fill this mandatory requirement in keeping with the criteria set out by the OAA. Courses offered by outside organizations that meet the criteria do not need to be vetted or approved by the OAA.

As we approach the end of the 2024-2026 reporting cycle, Council is requested to decide whether to continue the mandatory climate action hours in the 2026–2028 reporting cycle

in order that it can be appropriately communicated to members at the start of the new cycle (July 1, 2026).

If the decision is to discontinue the mandatory content requirement, it will be sunset as of June 30, 2026, to coincide with the end of this reporting cycle.

Having regard to the OAA staff's experience with mandatory climate action structured hours over the last two reporting cycles, I offer the following observations.

Climate action continues to be a strategic priority for the OAA and will continue to be a lens through which the OAA's work will be viewed to ensure it positively aligns the OAA's 5-year Strategic Plan.

During 2024- 2026 cycle, the OAA offered 41 webinars, 82 sessions at the 2025 and 2026 conference and lists numerous up-to-date [continuing education offerings](#) outside the OAA that qualify for Climate Action hours.

Members are also able to select courses that are not listed by the OAA, provided they meet the Education Requirements Related to Climate Action. Under this cycle there was more than adequate opportunities to meet this requirement.

Maintaining the current content requirement, i.e. Climate Action, would create consistency between cycles, as members are already aware of what this requirement/content means. Continuing with this approach would not require any additional changes to the functionality of the existing ConEd transcripts, i.e. no additional costs or human resources.

Maintaining Climate Action as a mandatory content requirement also reinforces the profession's ongoing commitment to addressing one of the most significant global challenges affecting communities, infrastructure, and the built environment. Climate-related risks and adaptation considerations continue to evolve and ensuring that all members engage with this content helps maintain a consistent baseline of awareness and competency across the profession. Retaining the requirement demonstrates leadership and supports public confidence that members remain informed about emerging climate-related responsibilities and best practices relevant to their professional activities.

Action

It was moved by... and seconded by... that Council continue/sunset the mandatory content requirement for the 2026-2028 Continuing Education Cycle.

Attachments

None.

Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Maxine Blais	Jim Butticci
Kimberly Fawcett-Smith	Natasha Krickhan
Jenny Lafrance	Michelle Longlade
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Clayton Payer	Anna Richter
Nicola Russo	Kristiana Schuhmann
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Edward (Ted) Watson	Thomas Yeung

FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: .4.2

From: Kristi Doyle, Executive Director

Date: June 16, 2026

Subject: Alternative programming for 2027 in lieu of Conference.

Objective: To share proposed programming options for 2027 in lieu of Conference.

To obtain approval to proceed with these options, in principle, so that budgets and other necessary resources can be established.

Background

Following the decision to pause OAA Conference in 2027, Council received information at the May meeting outlining the overarching goals and objectives of Conference. This information primed the ensuing discussion process to formalize recommendations for alternate programming in 2027.

As a reminder, the following general goals and objectives of Conference were presented in May:

1. **Celebration:** Design Excellence Awards, OAA Service Awards, SHIFT Challenge, recognition of Honorary Members, and past Councillor appreciation
2. **In-person networking and social interaction:** Social events, sponsor lounge
3. **Education and training:** Continuing Education, experiential learning, plenary



4. **Raising the appreciation and awareness of architecture:** presence in local communities, invited guests and sponsors to events

Since the May meeting, the OAA's Communications & Public Education Committee (CPEC) was asked to consider the first objective above; more specifically, how the SHIFT program could be celebrated in 2027 outside of the usual Conference format.

In addition, the OAA's Society Chairs and Councillor liaisons participated in a fulsome discussion regarding all the above objectives at their May 12 meeting in Waterloo to determine whether any gaps could be filled at the regional level by the local Societies. The summary report of that meeting is available as an attachment elsewhere this Council package.

Following the above discussions, an alternate program is taking shape, the beginnings of which are being advanced through CPEC and the Local Societies for review. The first attachment (appendix A) represents how the SHIFT Challenge could be celebrated throughout the year. The second (appendix B) sets out a 'menu' of potential programming options that a Society could adapt to facilitate regional programming, including three key components: *celebration*, *education*, and *networking*.

To support the unique circumstances of each Society, OAA staff will be redeployed to assist with programming, and each Society can choose which elements of programming and the level of participation that make sense for them.

Sponsors

Discussions are already underway with our sponsorship coordinator regarding sponsor retention for 2027. For example—pending approval of the proposed ideas herein—a sponsorship package for 2028 could include value-added opportunities linked to the alternative programming in 2027.

Action:

Council is asked to consider the following motion *in principle*, understanding that exact programming details will evolve throughout the planning process:

It was moved by ... and seconded by ... that Council approve, in principle, the proposed programming for 2027 in lieu of Conference which has been developed in consultation with the Society Chairs and the Communications and Public Education Committee as presented to Council on June 25, 2026; and, that staff be directed to move forward with identifying the necessary resources and budgets for consideration in the context of the 2027 operating budget.



Attachments

Appendix A – CPEC recommendations regarding SHIFT Programming for 2027

Appendix B – Society programming menu for 2027

Typical SHIFT Programming

- Conference Celebration event (~\$60k-70k)
- SHIFT Challenge print publication (~\$35k)
- 2-3 podcast episodes featuring winners discussing project commonalities
- SHIFT lectures at OAA Headquarters



Proposed SHIFT 2027 Programming – *The Streets Challenge*

Education and Outreach + Local Events + Awards Celebration Event

Education and Outreach

- SHIFT Lectures
 - Hosted at OAA HQ
 - ConEd hours for members
- Podcast Episode(s)
 - Invite winners to discuss projects
 - Can be one or multiple episodes
 - Fall/Winter 2027 launch
- SHIFT publication
 - Continue distributing at OAA events (including Doors Open Toronto)
 - Distribute to Local Societies to hand out in their communities

Local Event(s)

- Work with interested Local Societies to host regional events
 - Watch parties
 - Street-based activations
 - Other context-appropriate ideas
- OAA to provide funding/logistic support for SHIFT-related events (distinct from SPFs), including possible sponsors
- Could be in conjunction with other Society programming

Celebration Event

- Ticketed event
- Invite targeted members of the public
- Food and drink: networking
- Sponsor involvement?
- Awards presentations
- Brief presentations by each winning group
- Explore a third-party venue (theatre, event space, street party)

Key Takeaway:

Societies see the value of local programming to engage *more* members and the *public* in a biennial model, with support from the OAA



Ontario Association
of Architects

NEXT STEPS FOR CONSIDERATION

What role might
Societies play in
2027?

- Societies play a key role in local 2027 programming
- Focus on engaging those typically “left out” of Conference due to cost, time off, distance, etc. (ie. **young/emerging professionals**)
 - *Side note:* Consider how to encourage more firms to invest in sending emerging professionals to Conference
- An umbrella program that is flexible and adaptable to each Society’s context
- OAA to divert resources from Conference (**funds, sponsors, and staff**) to support a “menu” of options from which Societies can choose



Scalable Programming “Menu” for a “Signature Event”

ConEd + Social Event + Celebration = ENGAGEMENT and CONNECTION

ConEd

OAA ConEd staff support **one (1) session** per Society + keynote

- Scalable options
 - single session
 - Workshop
- Format options
 - virtual “watch party” with focused, local discussion afterward
 - Touring speaker vs local speakers
 - Experiential learning
- Neighbouring Societies could collaborate on joint program
- OAA hosted Keynote event

+

Social Event(s) + Networking

Societies to secure venue; OAA directs sponsors + \$\$ in support

- Societies can poll their members – what do *they* want?
- Engage universities/colleges
- Consider weekend events
- Event “template”?
- Piggyback on *existing* events
 - Regional Doors Open events
 - Existing Society programming (ex: Ottawa Architecture Week, WIFF, Nuit Blanche London)

+

Celebration

Opportunities to recognize local members and/or others

- Newly Licensed Members
 - Honour emerging professionals to attract younger demographic
- Explore local talks with SHIFT winners
- Celebrate local landmarks
- Consider inviting members of the public (local officials, allied industry professionals, client groups)



Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Maxine Blais	Jim Butticci
Kimberly Fawcett-Smith	Natasha Krickhan
Jenny Lafrance	Michelle Longlade
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Susan Spiegel	Settimo Vilardi
Edward (Ted) Watson	Thomas Yeung

FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 4.3

From: Communications and Public Education Committee (CPEC)

Susan Spiegel, Vice President & Chair	
Mariella Amodio	Marlo Fabella
Carl Knipfel	Shan Li
Elaine Mintz	Jose Power

Date: June 15, 2026

Subject: SHIFT Challenge 2027 theme.

Objective: To seek Council approval on the recommended SHIFT2027 theme.

Background - About the SHIFT Challenge

The SHIFT Architecture Challenge is an aspirational, biennial Ontario Association of Architects (OAA) program created to highlight the distinct contribution that the architecture profession and architectural thinking bring to addressing key societal issues.

It invites OAA members (as well as those on the path to licensure) and their collaborative teams to respond to an identified area of concern using their skills and insights. The program runs biennially, having begun with the SHIFT 2019 Challenge: Infrastructure/Architecture.

The Communications and Public Education Committee (CPEC) met virtually on June 2 to review discuss the SHIFT2027 theme.

SHIFT Theme 2027 – *The Streets Challenge*

As part of their annual work plan, CPEC was tasked with developing the 2027 theme for the biennial SHIFT Challenge program. The Committee proposes the following theme for Council's consideration:

The built environment is an integral part of human life. The spaces we inhabit can shape our moods, our sense of safety, our health, and our collective well-being. Equally



essential to this vital network of spaces are the connections—the system of pathways between places that allow us to get where we want to go.

These “streets”—whether urban main streets, pedestrian paths, suburban arteries, rural roads, or more figurative avenues—are more than liminal spaces or mere backdrops as we go from here to there. The streets can be different things to different people, with formal and informal uses, all overlapping and intersecting in communities across Ontario and beyond. Streets can be places of celebration and gathering, but they can also be places of hardship and isolation. And design is central to how we experience our streets.

SHIFT 2027, The Streets Challenge, invites those in the profession to bring their unique design sensibilities to envision Ontario streets that are inclusive, versatile, sustainable, safe, welcoming, and enjoyable places to be for everyone, including the most vulnerable members of our communities.

From dense cities to quiet towns, how can streets be adaptable to meet the needs of today, while considering the needs of future generations? What does it mean to design for a truly great street?

Action

It was moved by Speigel and seconded by Mintz that Council approve the theme for *SHIFT 2027- The Streets Challenge* as presented to Council on June 25, 2026.

Attachments

None.



Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Maxine Blais	Jim Butticci
Kimberly Fawcett-Smith	Natasha Krickhan
Jenny Lafrance	Michelle Longlade
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Nicola Russo	Kristiana Schuhmann
Susan Speigel	Settimo Vilardi
Edward (Ted) Watson	Thomas Yeung

FOR COUNCIL MEETING

June 25, 2026

(open)

ITEM: 4.4

From: Governance and Human Resources Committee

Anna Richter, Chair	Lara McKendrick
Settimo Vilardi	Susan Speigel
Elaine Mintz	Michelle Longlade

Date: June 9, 2026

Subject: RFP Strategic Planning Consultant and Budget

Objective: To approve the draft RFP for the engagement of a Strategic Planning Consultant and related budget.

Recall that the Council provided direction to the Governance Committee to proceed with the preparation of a draft RFP for a consultant to facilitate the OAA's next strategic plan as well as a budget estimate.

RFP: Using the last RFP for a strategic planning consultant as a guide, the attached draft RFP is presented for Council's consideration. The RFP contains proposed dates that are subject to change pending finalization of Council's 2027 meeting dates.

Budget: The budget for the OAA's last strategic planning exercise was approximately \$50,000. If a similar process and scope for the OAA's next strategic planning exercise is assumed as well as a percentage increase relative to inflation, it is suggested that Council establish an upset budget of \$70,000. This would include consultant fees and disbursements, ancillary costs as well as the cost of an in-person workshop/session with Council and Staff.

List of potential Strategic Planning Consultants: Staff have begun to compile a list of potential consultants that would receive the RFP. Suggestions from Council are welcome.



Selection and Engagement of Consultant: The Committee recommends that the Executive Committee be directed to conduct the selection process in cooperation with the Executive Director. Their final recommendation would be presented to Council at the September meeting for approval. The project would begin on December 1.

Action

Council is asked to consider the following motion:

It was moved by Richter and seconded by Mintz that Council:

- *Approve the RFP for the engagement of a strategic planning consultant as presented to Council on June 25;*
 - *Approve the proposed budget of \$70,000 for the entirety of the strategic planning exercise to be included in the 2027 operating budget;*
 - *Approve the proposed schedule and timeline as set out in the RFP, and;*
 - *that the Executive Committee of Council be directed to conduct the selection process with a final recommendation for the engagement of a consultant to be presented at the September meeting.*
-

Attachments

DRAFT RFP for the Engagement of a Strategic Planning Consultant

Request for Proposals

Strategic Planning Consultant

July 13, 2026



Ontario Association
of Architects

111 Moatfield Drive
Toronto, ON M3B 3L6
Canada

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

Table of Contents

I. [Background Information](#)..... 1

II. [Project Description and Objective](#)..... 2

III. [Final Deliverable](#)..... 2

IV. [Schedule and Timeline](#) 3

V. [Coordination and Reporting](#) 3

VI. [Budget](#)..... 3

VII. [Assumptions](#)..... 3

VIII. [Submission Deadline and Requirements](#)..... 4

IX. [Basis for Award of Contract](#) 4



Request for Proposals (RFP): Strategic Planning Consultant

The [Ontario Association of Architects](#) (OAA) invites proposals from qualified consultants interested in leading the development and implementation of a renewed Strategic Plan for the Association.

Background Information

Founded in 1889, the OAA is an independent regulatory body that serves and protects the public interest by overseeing the architectural profession in Ontario, as mandated by the [Architects Act](#). The Association licenses Architects and Licensed Technologists (OAA members), establishes and enforces standards for professional practice and ethics, and ensures ongoing education to maintain competency. By upholding stringent qualification standards and supporting continuous professional development, the OAA helps ensure its members create safe, accessible, and functional buildings that meet the needs of a diverse society.

The OAA's [existing five-year Strategic Plan](#) was developed in response to recommendations from a 2021 operational review. The Association engaged a consultant to develop the plan through a process beginning with detailed discussions that produced a situation analysis to confirm the OAA's mandate, clarify its vision, and allow for the creative work of identifying strategic goals and priorities for the coming years.

The OAA is led by a governing board of directors comprising elected members of the architectural profession and appointees representing the public. This OAA Council has committed to leveraging its investment in the Strategic Plan by operationalizing it through aligning staff and Committee work, as well as all new initiatives, toward these strategic goals. A new decision-making framework was adopted to ensure continued alignment, with the plan reviewed annually to ensure it remains current and relevant.

The OAA firmly believes in the value of a Strategic Plan and its importance as an effective tool to focus the efforts of the Association. The existing Strategic Plan is viewed as a success, but will conclude in **February 2027**. In keeping with the Association's procurement policy, an RFP process is being conducted to select and engage an appropriate independent consultant to perform the work related to the development and implementation of a new Strategic Plan—one that may be a matter of simply updating and fine-tuning the existing document or involve a more dramatic overhaul.

The OAA uses a [Qualifications-Based Selection \(QBS\) process](#) when selecting outside consultants.



Project Description and Objective

The OAA is accepting applications from qualified consultants to work closely with OAA Council and the Association's staff team to facilitate the development and implementation of a new Strategic Plan.

The OAA understands that a Strategic Plan is intended to confirm the Association's identity and direction as an organization, providing a framework to achieve goals and objectives. The plan should reflect an evergreen approach that guides the Council and Staff in responding to unexpected events that may occur and finding new or alternative ways to stay focused on its [mandate](#).

The Association expects the creation or refinement of a new Strategic Plan will also serve as a team-building exercise for both Council and Staff, continuing the position work done under the OAA's existing five-year plan, including increasing communication and collaboration, understanding of roles and responsibilities, and setting expectations around the OAA's activities as a regulator.

Project Outline

- The consultant will develop a deep understanding of the OAA's mandate as a regulator and as established under the *Architects Act*, the regulation thereunder, and OAA Bylaws and Council Policies.
- The consultant will do the necessary research and consultation during the first two months of engagement to prepare and conduct an in-person strategic planning session in late January/early February at the OAA Headquarters in Toronto (exact date to be confirmed).
- The consultant will consult with the OAA's Council, membership, Executive Director, Registrar, Chief Operating Officer, and staff, as well as other relevant stakeholders, to identify Strategic Plan objectives and outcomes.
- Prior to the strategic planning session, the consultant will present to the Governance Committee a clear outline for how the event will be facilitated.
- In the two weeks following the planning session, the consultant will prepare a final report and a new Strategic Plan, which will include priorities and actions that speak to the plan.
- The consultant will provide recommendations regarding the implementation and monitoring of the Strategic Plan.
- The consultant will present the final report and plan to OAA Council, and make any final amendments based on its feedback in early March.

Final Deliverable

The final deliverables include:

1. A final report and new Strategic Plan for the OAA.
2. Inclusion in the Strategic Plan should include a graphic format to help articulate its elements to the OAA membership and the public.
3. Availability to present the final report and Strategic Plan to OAA Council in March 2027.



Schedule and Timeline

The proposed project timeline is July 2026 to March 2027. *

- | | |
|---------------------------|---|
| • July 13 | Release of RFP |
| • August 24 | Final deadline for submission of RFP |
| • August 31–September 4 | OAA review and shortlisting of consultants |
| • Week of September 8 | Scheduling of interviews |
| • Week of September 21 | Fee negotiation and engagement |
| • December 1 | Project commencement |
| • Late Jan/early Feb 2027 | Facilitated strategic planning session |
| • February 25, 2027 | Draft report/plan to OAA |
| • Early March 2027 | Presentation of final report to Council |
| • March 17–18, 2027 | Final revisions based on Council feedback and preparation of final document |

**Timeline is subject to change, based on confirmation of OAA meeting dates for 2027, external factors, or input from the consultant.*

Coordination and Reporting

The proponent will be expected to provide, at agreed intervals, updates to the Executive Director throughout the project until completion. Where required and with adequate notice, the proponent must make themselves available for update calls and/or virtual meetings.

Budget

The OAA has set a total budget of **\$70,000** for this project. This includes consulting fees, the cost of an in-person workshop/planning session, as well as disbursements and other ancillary costs.

Assumptions

- Acceptance of the selected proponent is contingent on the successful negotiation of the conditions of this agreement, fees, and scope of service.
- The OAA reserves the right to accept or reject any or all responses to this RFP, as well as to reissue the RFP.
- The OAA is not responsible for any costs incurred by the applicant in preparation of this proposal.
- In case of disagreement in the interpretation of the provisions of this RFP, the final decision will rest with the OAA.
- All proposal materials submitted for this RFP remain property of the OAA.
- All deliverables resulting from this RFP remain property of the OAA, and their use thereafter is at the OAA's discretion.
- All information concerning the OAA gathered by consultants during the RFP



process is confidential and remains the property of the OAA.

Submission Deadline and Requirements

The proposal should include:

1. Consultant Profile;
2. Qualifications and Experience;
3. Methodology/Process Overview; and
4. References.

The deadline for submissions is **August 24, 2026**.

Send submissions in electronic format to:

Ontario Association of Architects
c/o Kristi Doyle, Executive Director
Kristid@oaa.on.ca
Subject: OAA Strategic Planning Consultant

For additional information or clarification, contact:

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

Basis for Award of Contract

[Qualifications-based selection \(QBS\)](#) will be used to select a successful consultant. As recommended by the OAA, the QBS method is a fair and objective process that facilitates the selection of an applicant on value-based criteria and competence, including consideration of professional qualifications, creativity, and availability, in relation to the scope of work and needs of the client.

Three to five qualified consultants will be shortlisted based on the recommendations of the OAA's Selection Committee who will apply the QBS method when considering each application. **There is no fee solicitation at this point.**

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



Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Maxine Blais	Jim Butticci
Kimberly Fawcett-Smith	Natasha Krickhan
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Edward (Ted) Watson	Thomas Yeung

FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 5.1

From: Melanie Walsh, Manager Finance and Kristi Doyle, Executive Director

Date: June 15, 2026

Subject: Debrief on Conference 2026 – Waterloo Region

Objective: To provide Council with a summary debrief regarding Conference 2026 held in May in Waterloo Region.

To provide an update regarding planning for Conference 2028.

The OAA's 2026 Conference, *Collaboration Powering Innovation*, took place throughout the Waterloo Region from **May 13 to 15**. The event brought together more than 700 people for learning, networking, exploring, and celebrating architecture and the profession behind it.

Registered Delegates and Feedback

In total, there were over 700 individuals who participated in the conference events over the course of three days -- 553 of those individuals were registered delegates, with the remainder of the individuals being invited guests, sponsors, and speakers.

Each registered delegate received a post conference survey immediately following the event. There were 107 individual responses and the feedback reflected a strong participant experience. A summary of the survey feedback has been compiled by MCC the OAA's event planner. Council is invited to review the document attached as Appendix A.

The 2026 conference was widely recognized as a success, with strong participation, robust sponsorship and positive feedback.



As always, the OAA's conference staff team has reviewed the detailed feedback to understand specific aspects of the Waterloo Region event that were well received and identify areas of improvement for future conferences. Council is invited to provide additional feedback and insights as well, as planning begins for 2028. We will also be sharing this information with the Grand Valley Society of Architects as they were integral to the organization of the 2026 conference.

Financial outcome

Delegate registration revenue:	\$312,379
Over 50 sponsors supported the event, contributing:	\$329,500

Combined total revenues	\$641,879
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Total expenses estimated at:	\$672,655
------------------------------	-----------

The OAA's 2026 operating budget had included an anticipated shortfall of approximately \$206,462. Notwithstanding the net result is a deficit of \$71,276, this is a positive outcome in terms of subsidy amount that had been budgeted for.

Planning for OAA Conference 2028

As a reminder, the OAA's Communications & Public Education Committee (CPEC) is assigned the responsibility of considering the location and venue for OAA conferences and making a recommendation to Council. The Committee does this based on options brought forward through various sources, including the local societies.

As a first step, planning discussions for Conference in 2028 have commenced between the OAA staff team and OAA's conference coordinator, MCC. In keeping with the usual and customary process to assess location/venue options and availability in 2028, MCC has issued an RFP to potential host locations. This is generally done through local Tourism Bureaus as it is important to gain a full picture as to whether a city or region can respond to the overall needs of the conference as opposed to simply contacting individual venues and/or hotels.

Feedback received to date indicates that many venues are already committed for the proposed timeframe in 2028. Some are unable to accommodate the conference's historical space and programming requirements. For this reason, adjustments in dates and programming are being considered to increase viable options.

MCC has been requested to present three options for consideration at the August CPEC meeting:

1. A Conference hosted in a smaller region, perhaps the Collingwood/Muskoka/Haliburton region;
2. A Conference model designed to achieve a break-even financial result based on attendance trends from the previous four Conferences; and

3. A Conference model that maintains the historical participant experience and Continuing Education offerings i.e. a program comparable to those delivered over the past four years.

CPEC will review the options provided in August with a view to making a recommendation to Council at the September meeting.

Given that venues capable of supporting an event of the OAA Conference's size and scope often require bookings four or more years in advance, discussion and planning for 2030 should also begin now. Beyond the venue selection process, it is suggested that some additional strategic direction be provided by Council regarding the future vision for Conference programming, member engagement, and overall attendee experience. This consideration will assist in ensuring future Conferences address intended goals and objectives while providing a positive and engaging experience for OAA members.

Action

No immediate action required, however additional Council input will be requested.

Attachments

Appendix A Conference 2026 Debrief as Prepared by MCC



MCC

EVENT REPORT

OAA Conference 2026 | Reporting & Survey Feedback Summary

Effective: **June 16, 2026**

MCC

VIRTUAL KEYNOTE OVERVIEW

PROGRAM IN REVIEW

Data Analysis | Survey Feedback



979

total registered

801

total unique
viewers

81.8%

registrant to viewer
conversion rate

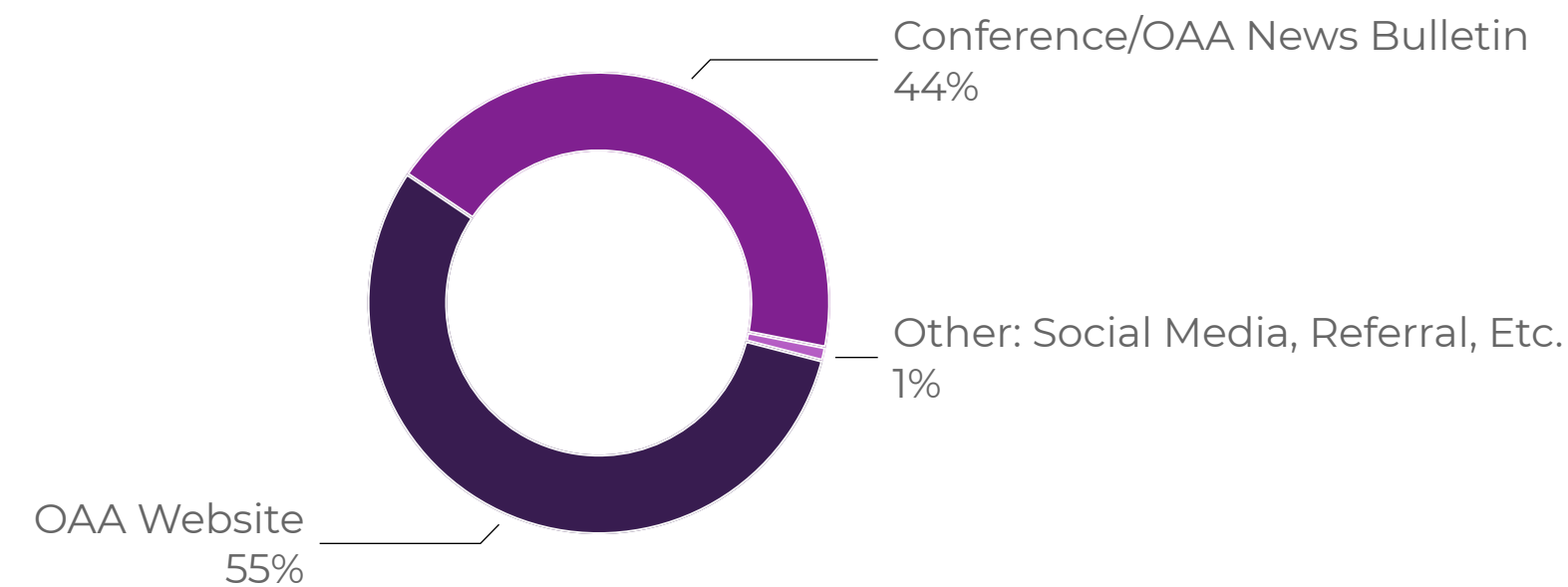
*Last in-person attendance was 2019
where audience was 379.
(65% of the overall Conference audience)*

2025 Virtual Keynote Attendance: 838

*Overall, webinar conversion rates into live webinar
attendees is about **60%** on average.**

**Based on 2026 Digital
Engagement Benchmarks Report*

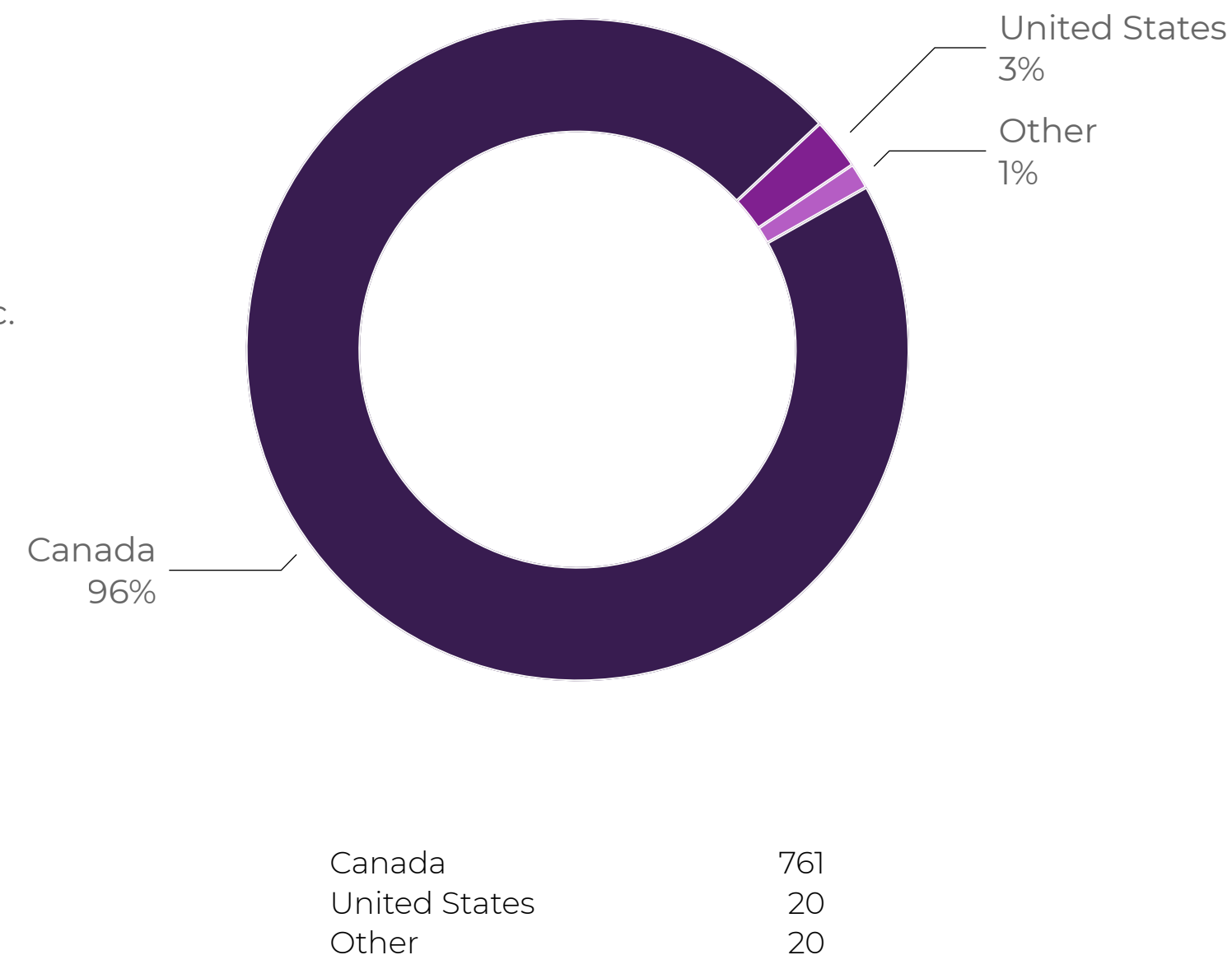
Key Communications Vehicles for Information Related to Event



99%

of attendees heard
about the event from
Bulletins or the website.

Audience Attendance by Location



21.3%

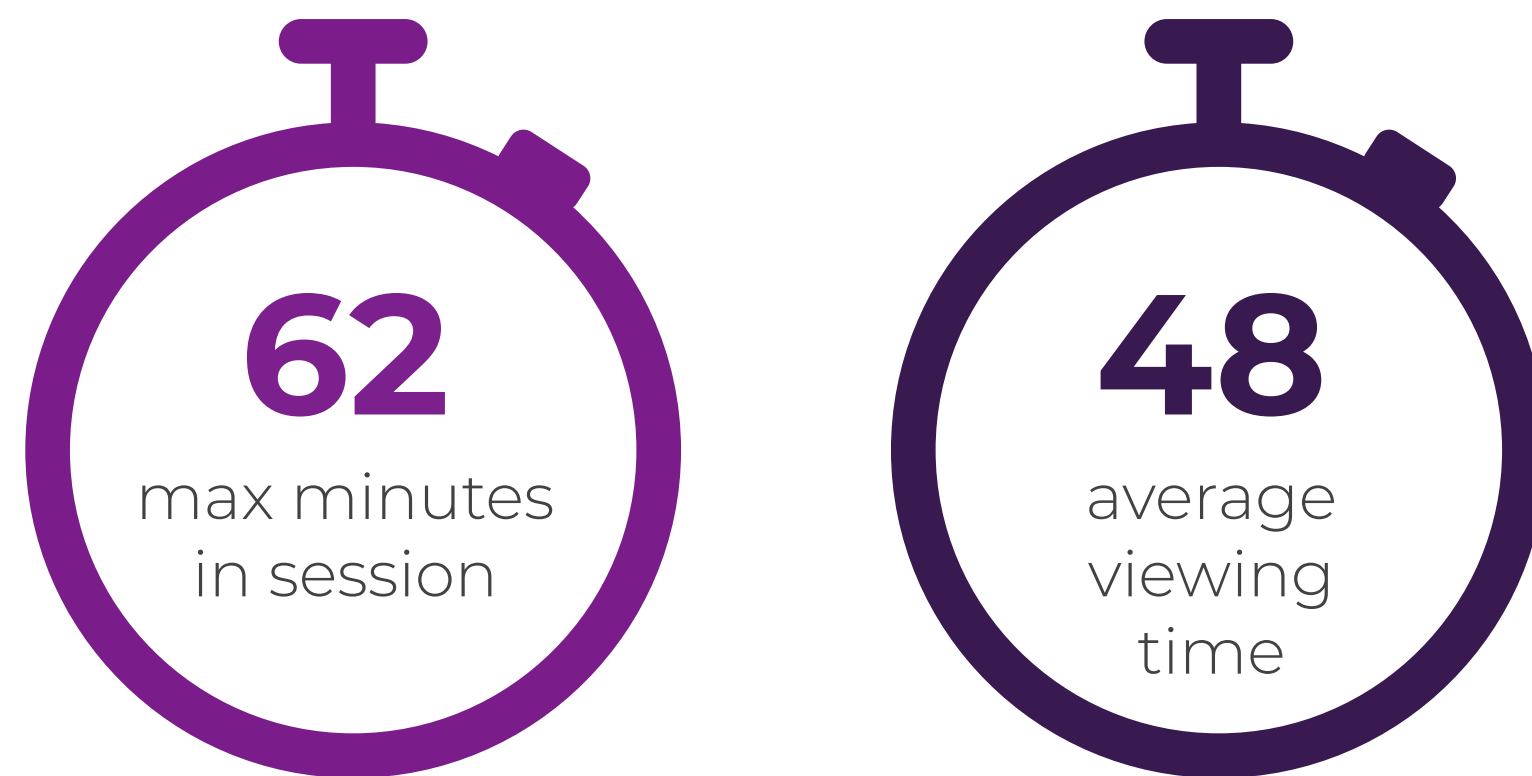
of attendees are
definitely or still
considering attending
Conference 2026.

45.8%

of attendees are
definitely or still
considering attending
Conference 2026.

Your Event Performance

Average viewing time for webinar attendees



Industry Comparisons

Average viewing time for webinar attendees*



Audience Engagement | Questions

your event

industry comparisons

24

14

total number of questions asked

average number of webinar questions*

**Based on 2026 Digital Engagement Benchmarks Report*

90.5%

rated this event
good or excellent

Session Feedback:

94.8%

thought The keynote
content matched the
description
(scoring 3 or greater)

92.4%

thought the session's
scope and depth of
the content presented
met expectations
(scoring 3 or greater)

93.4%

thought The topic of the
keynote is relevant to
the Conference theme,
Collaboration Powering
Innovation
(scoring 3 or greater)

Keynote Speaker Feedback:

4.5/5

displayed
competency
in the topic presented
(Scored 1-5. 5 being excellent)

4.5/5

expressed ideas
clearly and effectively
(Scored 1-5. 5 being excellent)

4.3/5

Created an engaging
environment for
learning
(Scored 1-5. 5 being excellent)

* percentage total of those that strongly agree or agree by respondents

Cross-section of Survey Comments:

I Absolutely enjoyed the presentation. The last reflection inspired me to continue to do cross-discipline work and collaboration.

Examining spatial experience from a scientific POV is increasingly important in the age of AI.

Presentations that draw on broader ideas about architectural practice are very welcome.

Dr. Ellard really gave me the incentive to research more in this field. This presentation was really captivating.

Thank you for the thoughtful presentation. Fantastic — thorough explanation and excellent visuals/slides.

This was too short a presentation. More of this is what is required at the OAA conference. Thank you.

Thank you Susan Spiegel for excellent hosting — bringing the numerous questions to a focal point and keeping the conversation fresh.

In person is great, but with limited time these online seminars are fantastic. Thank you for making this free and virtual.

There are a few things worth flagging. Recommendations 3 and 5 are drawn from a small, self-selected group (40 respondents answered Q6, 61 answered the Q5 follow-up). They reflect vocal feedback rather than statistically representative views.

Recommendation No. 1

Continue Virtual Keynote Format

Based on the verbal feedback, 94% of the comments from respondents note that they prefer virtual delivery before Conference. Strong engagement and 81.8% conversion rate affirms the value of the Virtual Keynote as an annual standalone event.

Recommendation No. 2

Deepen Presentation Content

Several attendees requested longer, more in-depth sessions (e.g., a 3-hour seminar at Convention). The 1-hour format, while effective, was noted as too short for the depth of topic.

Recommendation No. 3

Conference Location & Accessibility

Cost and distance remain the top barriers to in-person Conference attendance (cited by ~82% of non-attendees). Consider strategies to improve accessibility, including scholarship programs or regional programming.

Recommendation No. 4

Pricing & ConEd Credit Clarity

Attendees requested more free webinar offerings with ConEd hours. One respondent noted confusion about how ConEd credits were applied.

Recommendation No. 5

Hold Toronto-Area Conferences More Frequently

Multiple respondents suggested hosting the conference in Toronto/GTA every other year, which is consistent with the concentration of where OAA members are located i.e the Greater Toronto Area

MCC

IN-PERSON CONFERENCE OVERVIEW

PROGRAM IN REVIEW

Data Analysis | Survey Feedback*

*Please note, in 2025, the overall response rate to the survey was significantly lower than in past years. Therefore, the sample size is smaller and may not accurately reflect the sentiments and views of all attendees. We share this data to gain understanding of some attendee views.

553

total unique members registered

additional to registered

78

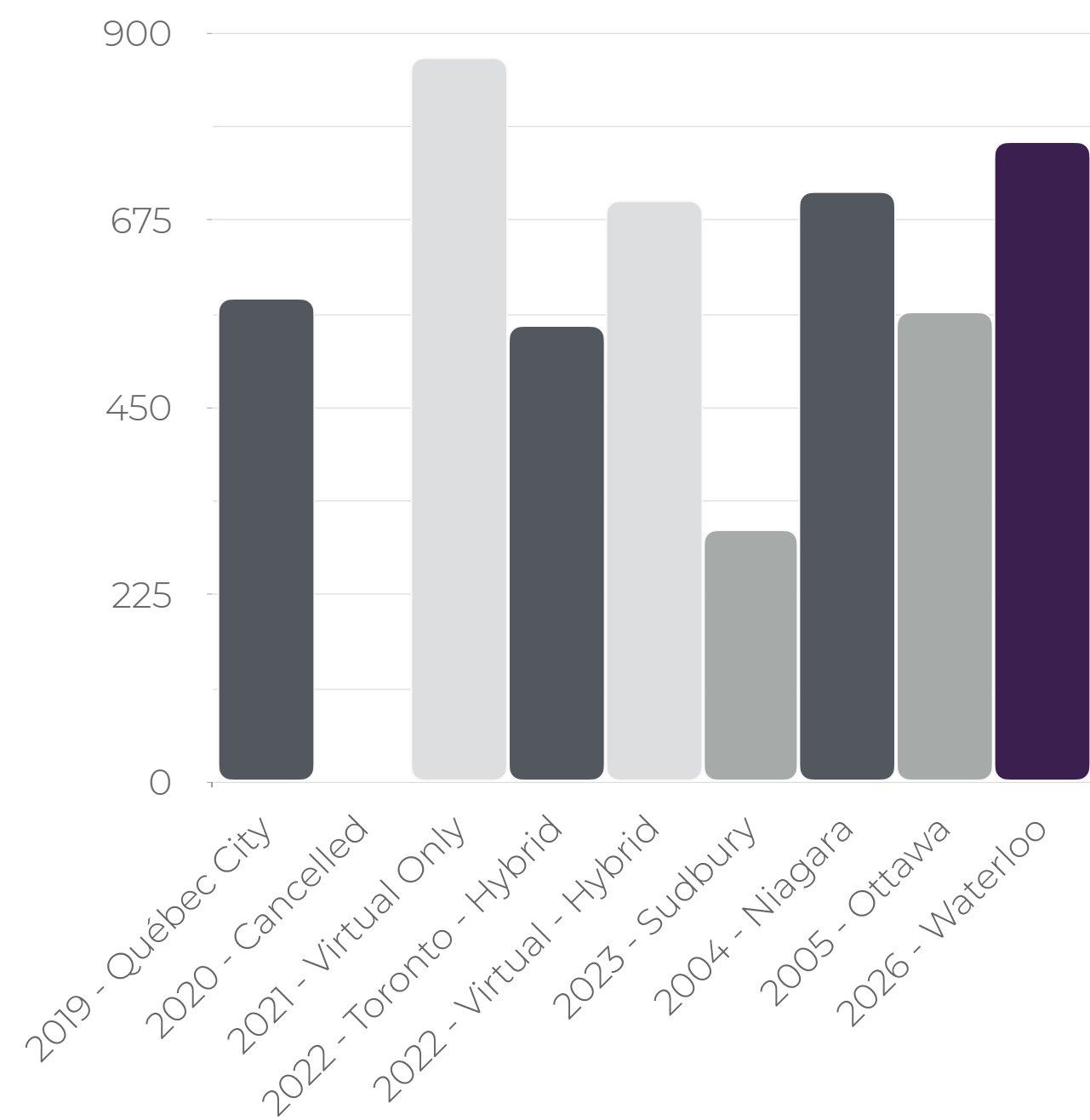
speaker experts

140

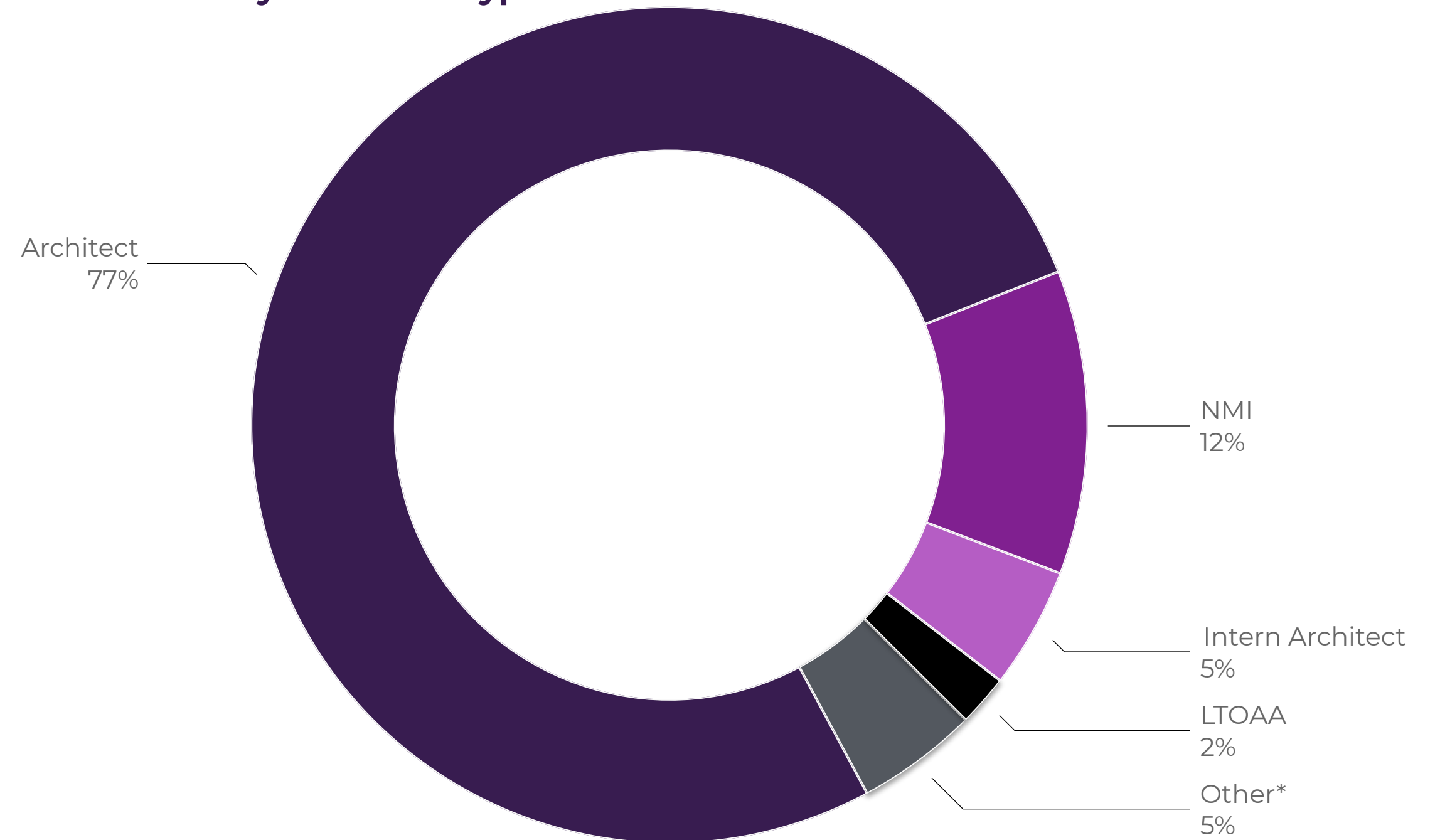
sponsors (non-members)

771

grand total in system and outside system



Breakdown by Attendee Type

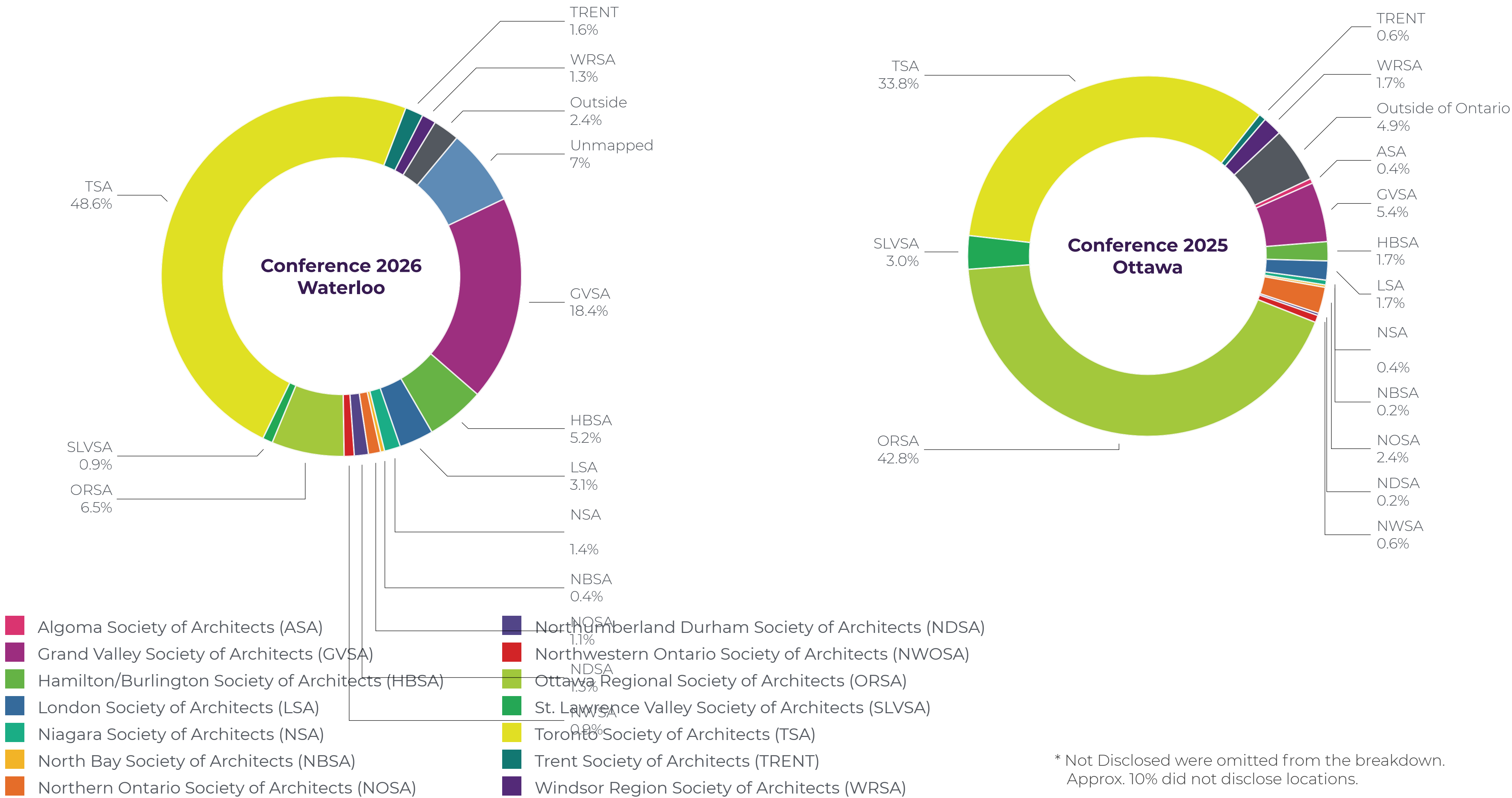


* "Other" includes smaller categories like ARCLS, ARCOL, LGIC, STUDENT, etc.

The audience skews male-dominated

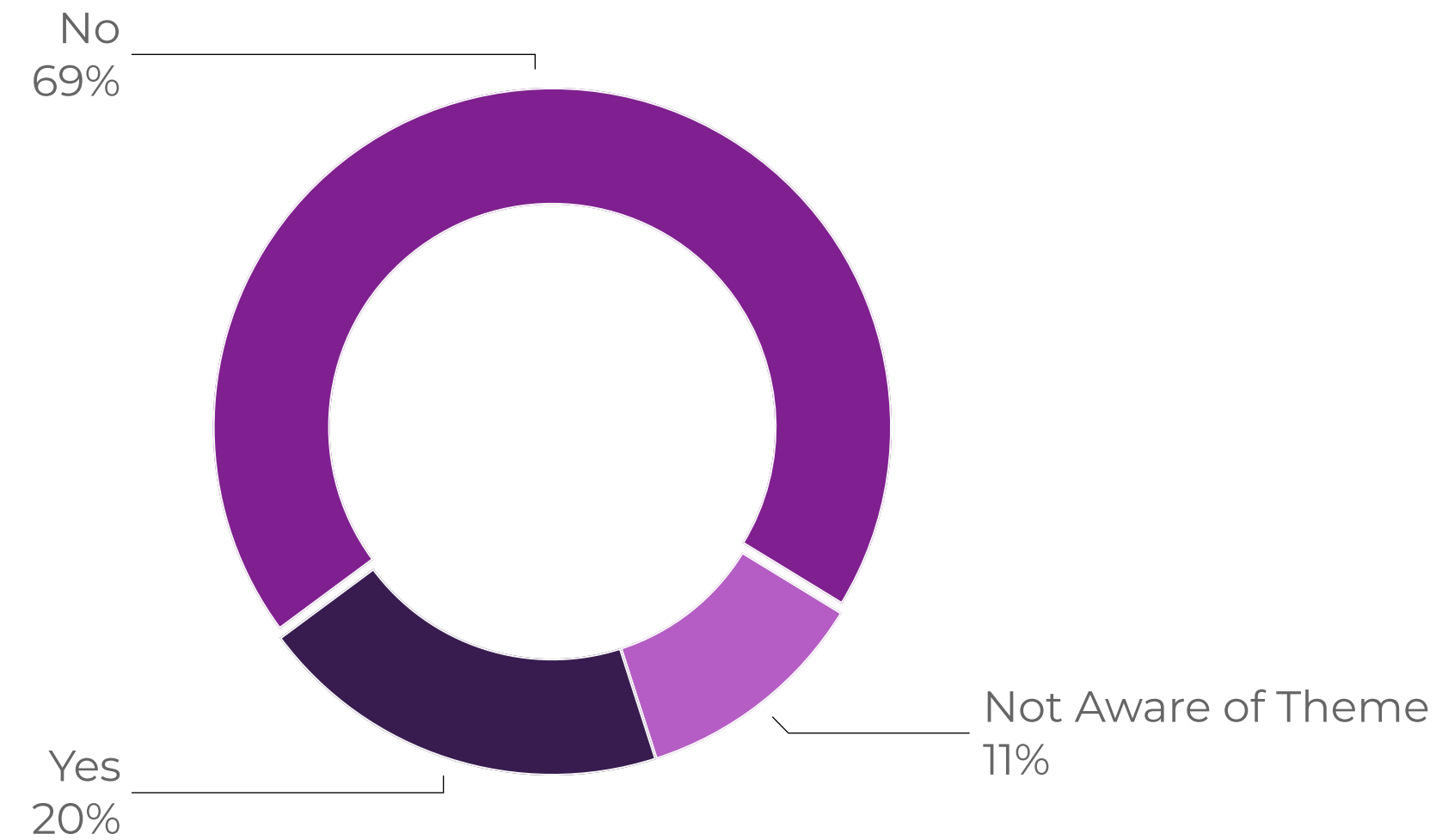
61.5%

Member participation based on their location and correlated with the OAA local society map
 Reflects AI Mapping Locations Using Local Society Map

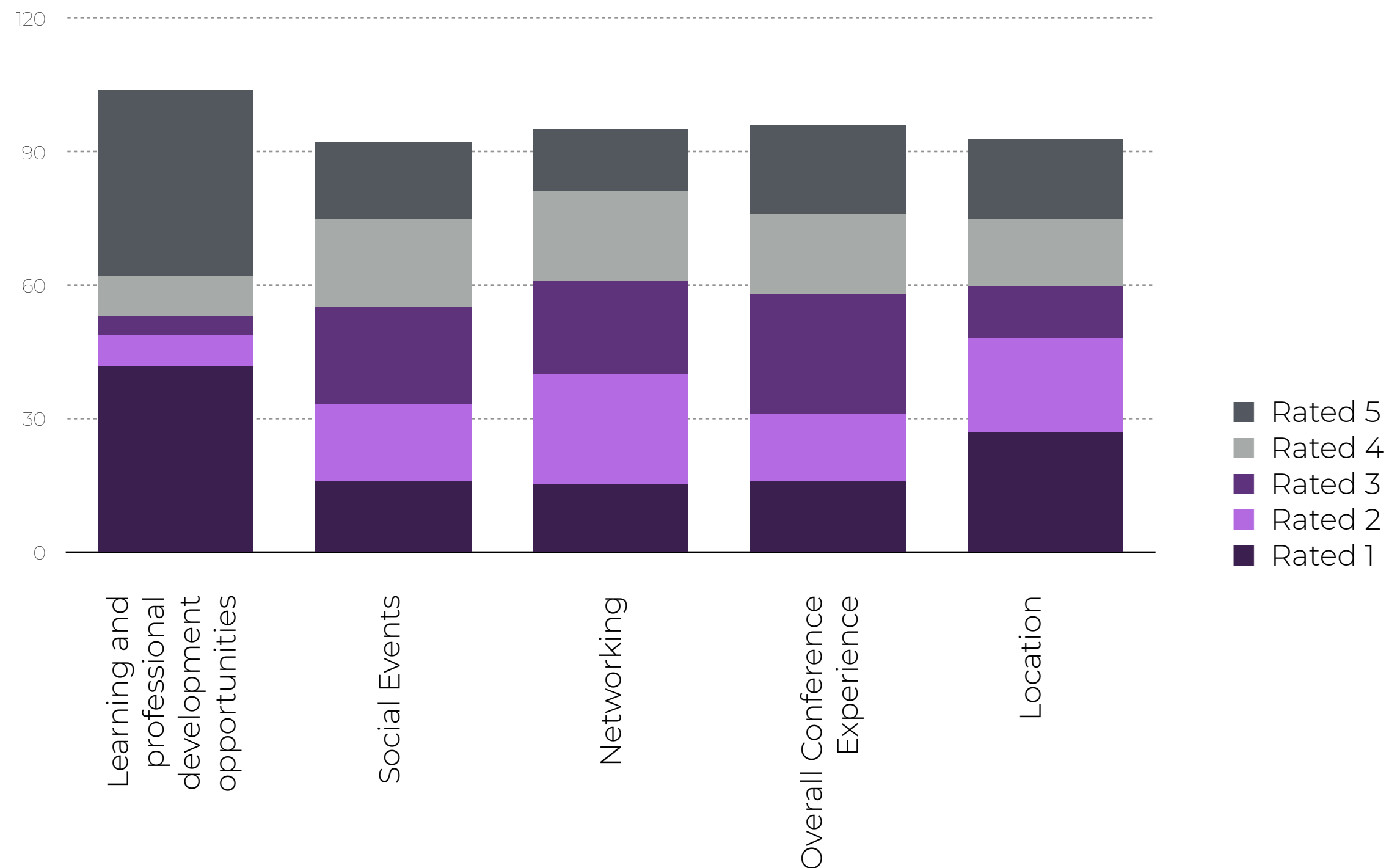


* Not Disclosed were omitted from the breakdown.
 Approx. 10% did not disclose locations.

Did this year's theme "Collaboration Powering Innovation" affect your decision to attend the Conference?



Why did you choose to attend this year?



75%

thought this year's Conference experience was good or excellent.

3.9/5

overall score

Last Year's Conference in Ottawa scored 4.3/5

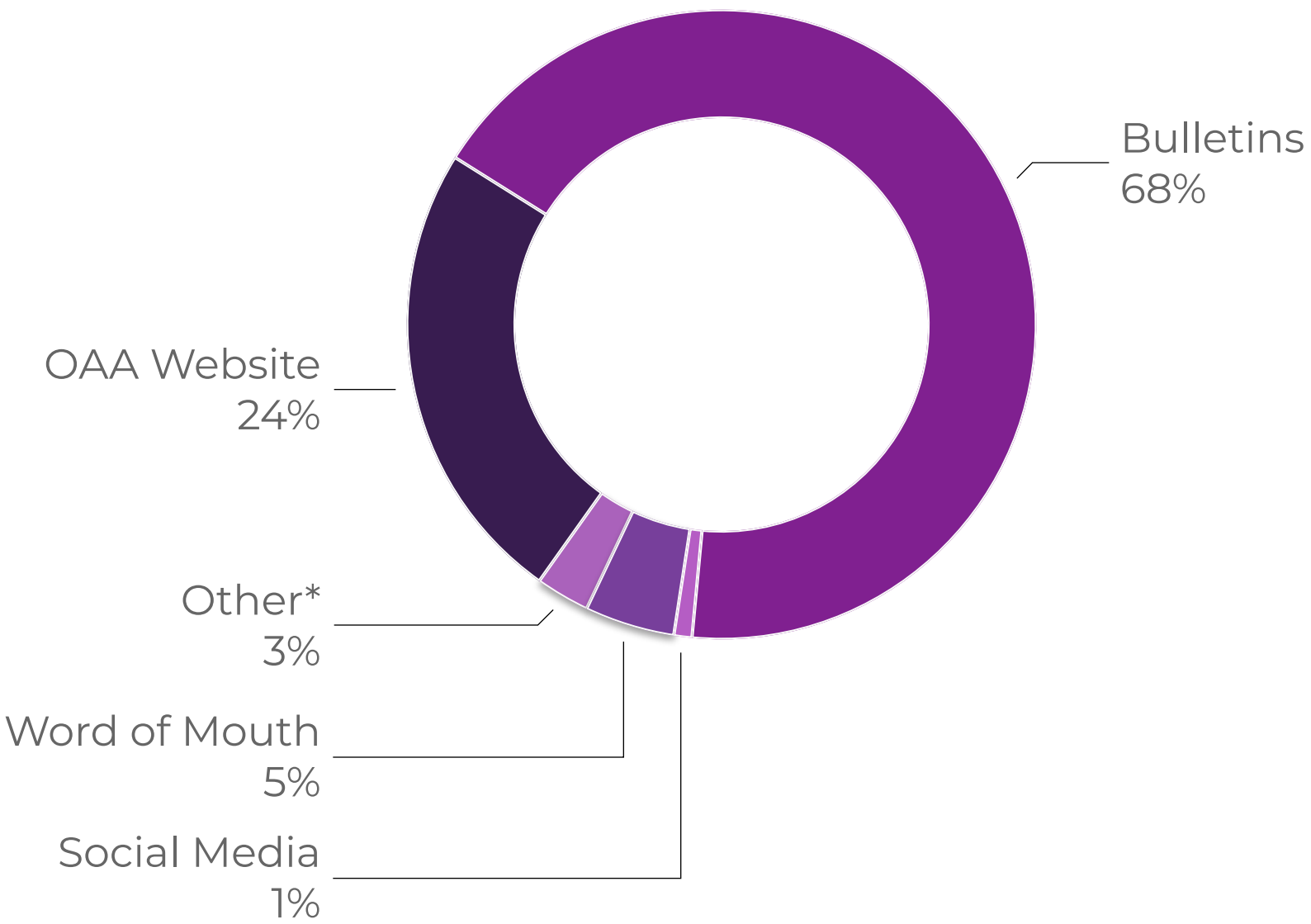
Survey Feedback

I really enjoyed local content

Generally the location was maybe not the best however it was easy to get to and served the purpose of a large event with easy access to parking etc.

The food was mediocre at best. What happened to breakfast? And lunch? And a drink ticket for the Happy Hour? The food experience was the most disappointing thing about the conference.

Key Communications Vehicles for
Information Related to Conference



*Speaker application form

94.3%

of attendees heard about the
event from Bulletins
or the website.

Pre-registration:

81.3%

thought the online
registration process was
good or excellent.

Website

69.8%

felt the website
experience was
good or excellent.

Printing your own badge

80.4%

rated the experience
was good or excellent.

Scanning into sessions

93.5%

rated the experience
was good or excellent.

Scanning into social events

66.0%

rated the experience
was good or excellent.

*For comments from surveys
that provided suggestions
and requests, staff are
reviewing to determine next
steps, improved processes for
2028, feature upgrades to
software and added
technology.*

Classroom Learning:

2041

total seats registered
4741 seats available
2025 pickup is **43.0%**

84.2%

Thought the
ConEd programming
was good or excellent.

Experiential Learning:

381

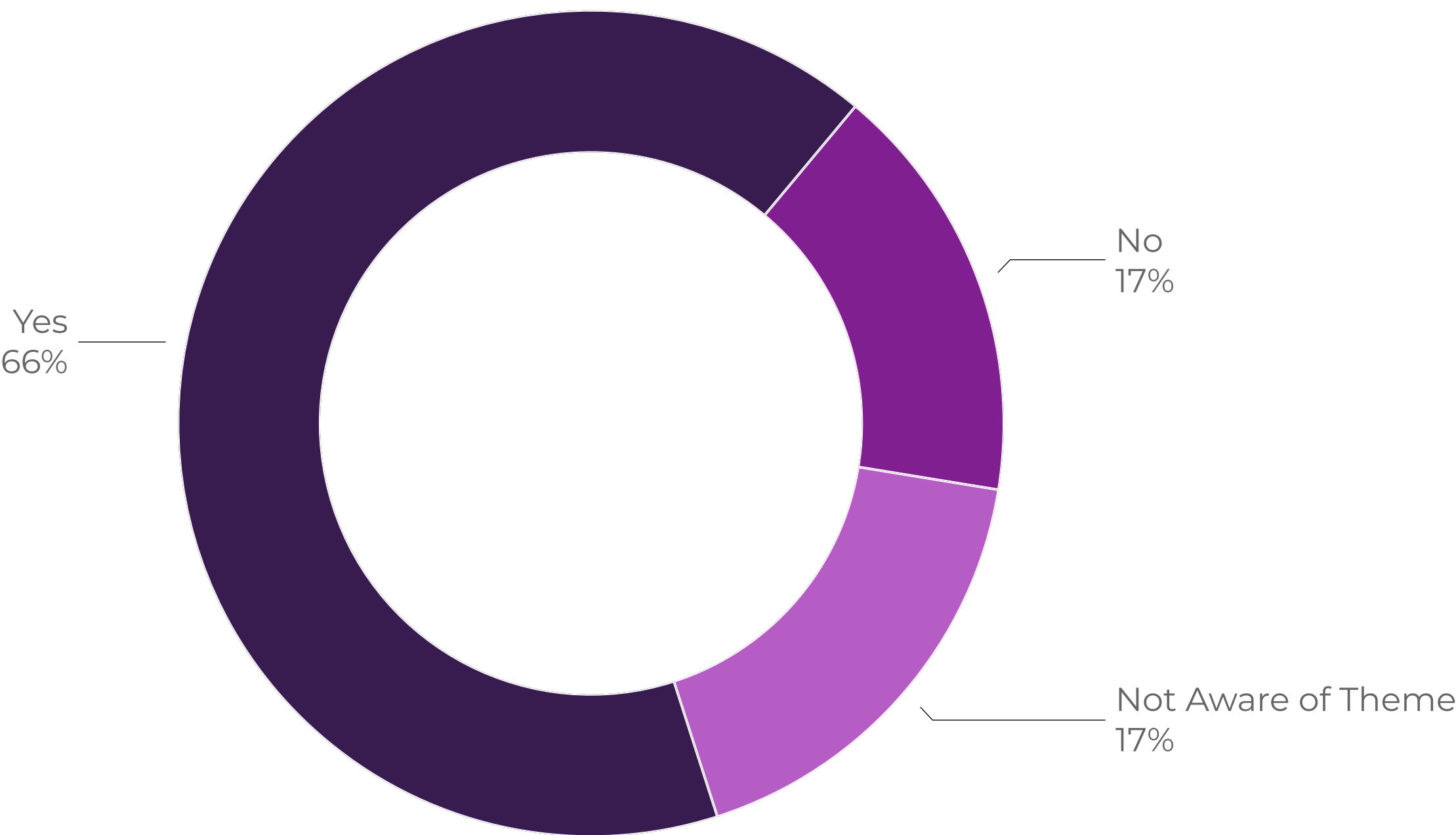
total seats registered
420 seats available
2024 pickup is **90.7%**

71.0%

of the survey respondents
(who participated) liked
these types of sessions.

For comments from surveys that provided suggestions and requests, staff are reviewing to determine next steps and improved processes for future Conferences.

Do you think that the Continuing Education and Experiential learning sessions reflected the theme?



OAA Opening Night Party hosted with Local Society

361

total registered

84%

thought this event
was good or excellent.

Those that attended liked the Power Station. One felt it was too dark.

Happy Hour

342

total registered

55%

thought this event
was good or excellent.

Celebration of Excellence

328

total registered

80%

thought this event
was good or excellent.

Recognition Plenary

237

total registered

70%

thought this event
was good or excellent.

Archifête

310

total registered

85%

thought this event
was good or excellent.

Bingemans
Conference Centre

3.2/5

Hacienda Sereda

4.3/5

Tapestry Hall

4.7/5

The conference center was confusing and the food was not good. Except for the detached hall, the entire venue was outdated and not appropriate to host architects. Other venues on university campuses could have been considered instead.

Many pluses in terms of having the exhibition space for sponsors as the focus from which one left to attend sessions. All same floor, exterior walk to adjacent hall was a positive as the weather was good. The Conference Centre could use a renovation

Bingemans Conference Centre was a terrible choice. Hacienda Sereda and Tapestry Hall were excellent by comparison.

Venues were too far apart from each other and from the Delta hotel. Many I spoke to felt the same way. Otherwise, the conference was excellent.

Embassy Hall was very nice, the main building not so great.

I did not go to the Tapestry Hall event but visited on the weekend. Beautiful venue. Heard that the food was not healthy.

54

sponsors

50 sponsors in 2025
61 sponsors in 2024
41 sponsors in 2023
60 sponsors in 2022

90.6%

of survey respondents
visited sponsors
2025 - 95.4%



\$309k

Blueprint for Innovation: Ask the Expert Lunch

237

total registered

Sponsored Learning

825

total registered

15 lunch and learn sessions

870 total available spaces

95% of registered attendees
participated.

Reach for Conference



Photo: Ryan Francoz



In total total event saw **100,759** impressions between May 13–23 representing **66%** of the month's total activity.

By platform for May:

Instagram: **102,146**

LinkedIn: **39,753**

Facebook: **11,181**

Further analysis will follow at the end of the month once all data reconciles.

Analysis provided by



Theme Suggestions

Architecture in an Age of Complexity

Designing Within Limits

From Design Excellence to Delivery Excellence

Lessons learned oriented

Themes are over-rated. They may be good for PR, but insignificant when choosing learning experiences.

I generally don't see the correlation of the theme as any special thing that's not done in any other year.

Themes could be representative of the location where they are being held.

Whoever does it seems to be making the right choices.

A theme focused on construction and contract administration would be very useful.

Alternatively, an exotic theme and destination would be very interesting (Quebec city, Vancouver, Edmonton).

Canadians doing projects abroad - learning about other countries stand on sustainability with regards to projects.

Perhaps something about the relationship between on site construction and architects (who have never been gotten their hands dirty in actual construction).

Theory, Craft and Practice

More part 9 buildings. Especially since we now have licensed OAA Tech's in attendance.

Further Experimental themes

more reality capture and BIM

given the number of proposed condo towers, possibly high-rise living?

More in depth about AI and how it will be impacting our industry

President's Log

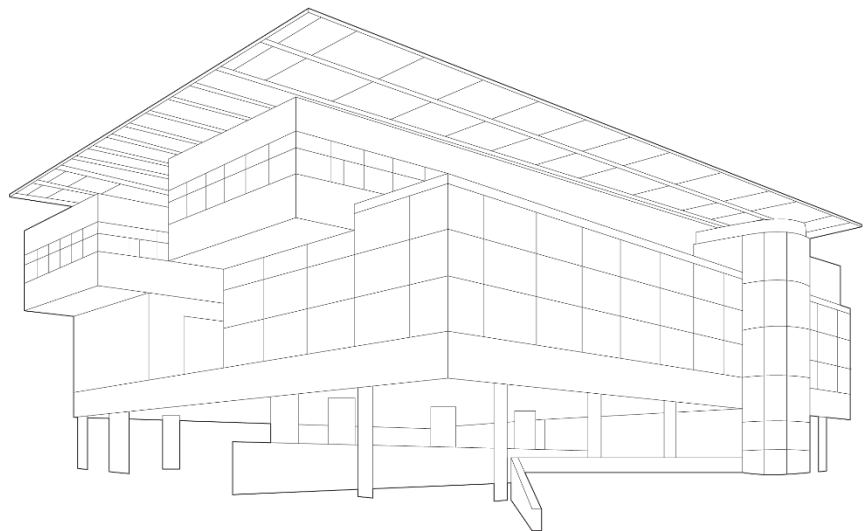
Date	Event/Meeting	Location	Attendees	Time
May 12	Pre-Society Chair Meeting Reception	Waterloo	w/Society Chairs, Council Society Liaisons, staff	2:30-3:00 p.m.
May 12	Society Chairs Meeting	Waterloo	w/Society Chairs, Council Society Liaisons, staff	3-5:00 p.m.
May 12	Council, Society Chairs, Staff Dinner	Waterloo	w/Society Chairs, Council, staff	5:30-10:00 p.m.
May 13	Plenary Rehearsal and Session	Waterloo	w/attendees	8:15-10:15 a.m.
May 13	Conference Lunch session	Waterloo	w/attendees	12:30-1:30 p.m.
May 13	Conference Happy Hour	Waterloo	w/attendees	5:30-6:30 p.m.
May 13	Opening Night Event	Waterloo	w/attendees	7-10:00 p.m.
May 14	Conference Sponsor Meet and Greet	Waterloo	w/Sponsors, M.Walsh	10:30 a.m. - 12 noon
May 14	Plenary & Recognition Rehearsal and Event	Waterloo	w/attendees	3:45 - 6:15 p.m.
May 14	President's Reception	Waterloo	w/attendees	6:30 - 7:30 p.m.
May 14	Celebration of Excellence event	Waterloo	w/attendees	7:30 - 8:30 p.m.
May 14	Archifete	Waterloo	w/attendees	8:30 - 11:00 p.m.
May 15	Plenary Rehearsal and Session	Waterloo	w/attendees	10:15 a.m. - 12:30 p.m.
May 19	Design Catalogues Roundtable	virtual	w/Council, CPEC, PACT	10:00 a.m. - 12 noon
May 21	Pro-Demnity Board Meeting	virtual	w/Pro-Demnity	8:30 a.m. - 12:30 p.m.
May 21	President/Executive Director Meeting	virtual	w/K.Doyle	12 noon - 12:30 p.m.
May 25	OAA/OGCA Best Practices Liaison Group	virtual	w/K.Schuhmann, K.Doyle, M.Audet, OGCA	11:30 a.m. - 1:00 p.m.
May 26	Executive Committee/Pro-Demnity Chairs Joint Meeting	virtual	w/Executive Committee/Pro-Demnity	2 - 4:00 p.m.
May 28	OAA Building Committee	virtual	w/J.Lobko, K.Doyle, K.Armbrust	9 - 10:00 a.m.
May 28	President/Executive Director Meeting	virtual	w/K.Doyle	12-12:30 p.m.
May 28	Communications Meeting	virtual	w/E.Missio	1 - 1:30 p.m.
June 1	Landscape Project	virtual	w/J.Lobko, Ja Design, Sommerville, K.Doyle, K.Armbrust	11:00 a.m. - 1:00 p.m.
June 3	Governance Committee	virtual	w/committee members	2 - 4:00 p.m.
June 4	Building Committee	virtual	w/J.Lobko, K.Doyle, K.Armbrust	9 - 10:00 a.m.
June 4	President/Executive Director Meeting	virtual	w/K.Doyle	12 - 12:30 p.m.
June 4	Communications Meeting	virtual	w/E.Missio	1 - 1:30 p.m.
June 10	Executive Committee	virtual	w/Executive Committee	11:00 a.m. - 12:30 p.m.
June 11	President/Executive Director Meeting	virtual	w/K.Doyle	12-12:30 p.m.
June 15	OAA Appeal Hearing	Toronto	w/K.Doyle, C.Mills, legal counsel	9:00 a.m. - 3:00 p.m.
June 18	President/Executive Director Meeting	virtual	w/K.Doyle	12 - 12:30 p.m.
June 18	Communications Meeting	virtual	w/E.Missio	1 - 1:30 p.m.
June 22	Prep for June Council meeting	virtual	w/K.Doyle, C.Mills, T.Carfa	1 - 2:00 p.m.
June 24	Pre-Council Dinner	Toronto	w/Council	7 - 9:30 p.m.
June 25	Council Meeting	Toronto	w/Council/staff	9:30 a.m. - 12 noon
June 25	OAA Landscape Project Groundbreaking Ceremony	Toronto	w/Council/invitees/staff	12 noon - 1:00 p.m.
June 25	Council Meeting	Toronto	w/Council/staff	1 - 3:00 p.m.

FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 6.1

Executive Director Report to Council

FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 6.2

June 25, 2026



PRESENTED BY

Kristi Doyle



Ontario Association
of Architects

Thank you to members of Council and the OAA's many volunteers for sharing your valuable time and leadership. The OAA could not carry out the work that we do without the participation of the profession.

The Executive Director's Report to Council provides an overview of key **operational milestones, opportunities, and challenges**, in addition to activities of note not covered elsewhere in the agenda.

The report also outlines activities under the OAA's 5-year Strategic Plan and the 4 strategic objective pillars:



regulatory leadership,



governance and operations,



member competency, and



public education.

It has been a busy year so far for the OAA staff team, Councillors, and volunteer members. I encourage Council to review the semi-annual reports from each of the OAA team leads included in this meeting package. These reports summarize key operational and administrative activities undertaken during the first six months of 2026 and serve as an important communication bridge between staff operations and Council governance.

Operational & Administrative Matters

Several key activities have been the focus of OAA operations since the May meeting of Council.

Celebrating LGIC Appointee, Elaine Mintz

On June 17, the OAA staff team welcomed Councillor Elaine Mintz to our weekly staff chat to recognize her many years of service. As Council's longest-serving LGIC appointee, Elaine has made a significant contribution to the OAA and the profession of architecture. Staff shared reflections and thanks in advance of the conclusion of her Council term in July, marking an incredible 19 years of service.

New Councillor Orientation check in

On May 26, I met with Councillors whose terms began in January 2026. This check-in, established several years ago through the governance review, gives Councillors an opportunity to review key aspects of OAA governance, policies, and procedures. It also provides a forum for them to share valuable feedback on their experience to date as members of the governing Council.

Finance Activities

Staff will soon begin preparing the first draft of the 2027 operating budget. Each program area will identify its needs, with committees and Council helping confirm requirements for special projects. The Finance & Audit Committee will meet to review the first draft of the budget in August.



OAA's Architectural Societies Annual President's Visits

Planning has begun for the President and Executive Director visits to the OAA's 14 local societies. Beginning in August, these face-to-face meetings are integral to directly connecting Council with members, to share information about activities of the OAA, as well as gain an understanding of what's happening in their local community.

Trustees Meeting

The annual meeting of the OAA Trustees was held on June 17, with Councillors Alkasawat, Krickhan, and Payer in attendance. The Trustees confirmed the appropriate disbursement of scholarships and awards from the trust fund for the previous year and approved the procedures for awarding architectural guide prizes for the year ahead.

This is also the time of year when many schools present the OAA Scholarships, typically during convocation or year-end ceremonies, and the OAA is usually invited to attend. This year, Councillor Maxine Blais and a representative from the Northern Ontario Society of Architects attended the McEwen School of Architecture awards ceremony at Laurentien. OAA Councillor Ted Watson attended the University of Toronto Daniels School of Architecture ceremony, and Grand Valley Society Chair Dobrina Encheva represented the OAA at the University of Waterloo School of Architecture ceremony.

Staff Meetings

Weekly staff chats continue to provide regular peer-to-peer learning opportunities for all staff. A recent session featured a third-party communications consultant, who discussed strategies for responding to difficult emails. On June 3, staff took part in the annual fire drill at the OAA Headquarters, following by a luncheon.

Team Leads Meetings

Monthly meetings with the OAA Team leads were held on May 25 and June 23.

Relationship Building

Construction & Design Alliance Ontario (CDAO)

I attended the CDAO board of directors meeting on June 2, where the board debriefed on a successful Procurement Day. Planning is now underway for the next Procurement Day, along with other opportunities to engage with the procurement industry. In August, the author of the CDAO's new Procurement Best Practice Guide will present on our behalf to the Association of Municipalities Ontario.

The CDAO Forum, which represents 16 industry member organizations, is scheduled for June 23. The agenda includes time for discussion with representatives from Infrastructure Ontario (IO).

In concert with our industry partners, discussions continue with IO regarding their client authored supplementary conditions and problematic clauses.

Pro-Demnity Insurance Company

The semi-annual meeting between OAA Executive Committee and the Pro-Demnity Committee Chairs was held virtually on May 26. Key topics of discussion included:

- Pro-Demnity Policy - Water Ingress Coverage Requirements for Insulated Metal Panel Exterior Systems

- Design Catalogues – understanding liability issues related to designs
- Update re. discussions with Infrastructure Ontario (IO) Supplementary Conditions to OAA Document 600 – 2021
- OAA/Pro-Demnity communication to members regarding RFP and contract language – awareness and education

On June 12, I met with Pro-Demnity CEO and President Bruce Palmer to discuss outcomes from the meeting and other matters of mutual interest.

Chief Accessibility Officer

On May 22, OAA Manager, Policy & Government Relations Sara Trotta and I met virtually with Canada's Chief Accessibility Officer, Stephanie Cadieux. In response to her questions, we explained how accessibility and barrier-free design are addressed in the Canadian Competency Standard for Architects and through OAA continuing education offerings.

OAA/OGCA Liaison Meeting

The semi-annual meeting of the OAA/OGCA Liaison Group was held on May 26. Attending on behalf of the OAA was President McKendrick, Vice President Schuhmann, Manager PAS, Melisa Audet and me.

Professional Engineers Ontario

PEO's CEO Jennifer Quaglietta and I recently spoke to discuss complementary provisions in our respective legislation, specifically the Joint Practice Board. We also discussed the opportunity to advance a position to the Ministry of Housing regarding professional coordination services and solidification under the Ontario Building Code. On June 26, I will participate in an interview with PEO's strategic planning consultant as a related third party.

Engineers Architects Building Officials (EABO)

OAA President McKendrick and I will be attending a meeting of EABO on June 29.

National Activities

Regulatory Organizations of Architecture in Canada (ROAC)

Tri-National Mutual Recognition Agreement

The Canada/US/MEX Tri-National Agreement is set to relaunch on August 17. On behalf of ROAC, I have been working with NCARB and FCARM on a communication piece that will be shared through various channels of the three parties to the MRA.

Various updates to the 'manual' that guides applicants through the process are being completed, thanks to NCARB staff who have taken this work on.

Updates to the ROAC Website will also be made soon, however NCARB will be the main source of information and documentation (similar to the Canada/US agreement), with appropriate links to that information.

As a reminder, the OAA is the secretariat for the Tri-National MRA on behalf of ROAC and handles the administration in Canada.

Royal Architectural Institute of Canada

I met virtually with RAIC CEO Mike Brennan on June 8 for our periodically scheduled meeting. We shared insights into our recent Conferences and details of special events, successes as well as areas challenge, including rising costs.



Office of the Registrar Statistical Report

REPORTING PERIOD January 1 to June 9, 2026

FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 6.3

PRESENTED BY

Christie Mills



Ontario Association
of Architects

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

- The Experience Requirements Committee (ERC).
- The Complaints Committee.
- The Discipline Committee.
- The Registration Committee.
- Act Enforcement.
- Internship Programs.
- Correlated Legislative Matters.

The report also provides statistical information regarding:

- OAA membership and OAA status composition.
- Licence and limited licence applications.
- OAA certificate of practice composition.
- Certificate of practice applications.
- 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 whether or not an applicant has met the experience requirements prescribed by the regulations for the issuance of a licence or limited licence.

As per Section 13(3)b and 13.1(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 or limited licence to the ERC for a determination as to whether or not the applicant has met the experience requirements prescribed by the regulations for the issuance of licence or limited licence.

The Council has also tasked the Committee with conducting experience assessments in matters related to [Exemption Requests to Council](#) as set out in Section 33 of the regulations.

- Five assessments were held in this reporting period. Three assessments for an applicant using international experience gained prior to enrollment in the IAP (IAP-CI) and two related to exemption requests to Council.

- There have been four future assessment inquiries but no confirmed referrals.

Reporting Period			
	Reason	Result	Deficiency
ERC Recommendation to Council	Exemption Request	Does not merit exemption from requirements.	• Lack of minimum required competency in all assessment categories.
	Exemption Request	Does not merit exemption from requirements.	• Lack of minimum required competency in building science technology, construction documents, bidding procedures, and contract documents.
ERC Determinations	IAP-CI	Met the requirements.	
	IAP-CI	Met the requirements.	
	IAP-CI	Met the requirements.	

CI: applicant using international experience gained prior to enrolment in IAP

CY: Currency

IAP-D: Internship in Architecture CERB deficiency.

Over the reporting period, several process advancements have been implemented by the ERC to enhance both the candidate experience and the effectiveness of committee evaluations. Building on the work completed to date, further research is being conducted to identify additional opportunities for improvement in the assessment process.

Complaints Committee

As the regulator of the practice of architecture in Ontario, the OAA handles complaints regarding the conduct or competency of a member or practice 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, Licensed Technologist, 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 the reporting period:

Total Inquiries¹ 36

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.

Total Complaints Opened During Period	23 ²
Active Complaints with a CC Panel	19
Held in abeyance	1
Preliminary Review Stage	0
Closed	
Not referred (dismissed)	6
Not referred (withdrawn)	0
Not referred (caution)	1
Referred to Discipline	0
Registrar's Investigations ³	3
Good Character Investigation	2

Discipline Committee

Discipline decisions are the result of hearings conducted by a tribunal comprising two senior members of the OAA and a Lieutenant Governor in Council Appointee (LGIC) from the Discipline Committee. The 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.

The following are the statistics for this reporting period:

1. There are six (6) matters to be scheduled – although three may proceed as a combined hearing in accordance with Section 9.1 of the *Statutory Powers Procedure Act* (TBD).
2. Four (4) cases were heard in the reporting period. Once the appeal period is closed, the Committee decisions are posted on the [OAA website](#).

Registration Committee

When the Registrar proposes to refuse (Notice of Proposal (NoP)) an application for licence, limited 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, limited licence, certificate of practice or temporary licence with terms, conditions and limitations, the applicant may request a hearing before the Registration

² 8 of the complaints opened were for Continuing Education Cautions.

³ Not yet referred to complaints

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 hearing is an opportunity for an applicant to present evidence in support of their application. The applicant bears the onus of satisfying the committee panel, on reasonable grounds, that they meet the requirements of the Act and the regulations for the purpose of issuance of a licence, limited licence, or certificate of practice.

The [OAA website](#) dedicated to the Registration Committee includes recent 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. Committee Decisions and Reasons are also posted for any hearings resulting in a decision and order to issue a licence or limited licence.

The Registration Committee statistics for the reporting period are as follows:

- Four hearings are to be scheduled.

Act Enforcement

The Act restricts the practice of architecture to 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” or “Licensed Technologist”. It is also an offence to hold oneself out as engaging in the practice of architecture without a licence or limited licence issued by the OAA.

Misrepresentation of a protected title 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 acting 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 for the reporting period:

New matters received for reporting period	51
Active files/ Ongoing investigations	22
Resolved by Legal Counsel	0
Resolved by OOTR for reporting period	20
Unable to locate	4
No breach found	5
Injunctions (ongoing)	0
Injunctions (resolved)	0

Internship Programs

In addition to the regular day-to-day administration of the programs, OAA staff have remained focused on continuous improvement and ensuring all deliverables are met. Some of the key priorities over the past several months included:

- preparation for the implementation of the Provisional Intern Architect status for those awaiting CACB certification;
- implementation of the changes to the OTP (removal of Admission course prerequisite and changes to examination eligibility;
- administering the high influx of CERB submissions in relation to ExAC registration;
- planning and preparation for the administration of the Licensed Technologist examination;
- review of the upcoming internship video series;
- creating application checklists to support interns; and
- targeted communications to interns and members regarding practical tips for experience submissions, making application for licence or limited licence, understanding the Ontario Practice Competencies Self-assessments, renewal of statuses, and other reminders.

During this reporting period, internship programs staff have dedicated time to the EMS upgrade project. Key areas of EMS development and testing are Student Associate, Intern Architect, Student technologist and Intern Technologist online applications; self assessment portals, online CERB functionality, online ERB functionality, process mapping of systems, and weekly live testing.

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).

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.

The OAA submitted its 2025 RICF report to the OFC March 27, 2026; the report is posted to the [OAA website](#) as per the FARPACTA requirements. At the time of writing this memo no feedback has been received regarding the submission.

As a follow up the Fairness Commissioner's attendance at a Council meeting in June 2025, a meeting between the President and the Commissioner took place on November 20, 2025. The main topics of concern during the meeting were the OAA's ability to viably comply with the prohibition on Canadian experience as a requirement for licence and the time it takes to become licensed for internationally trained individuals.

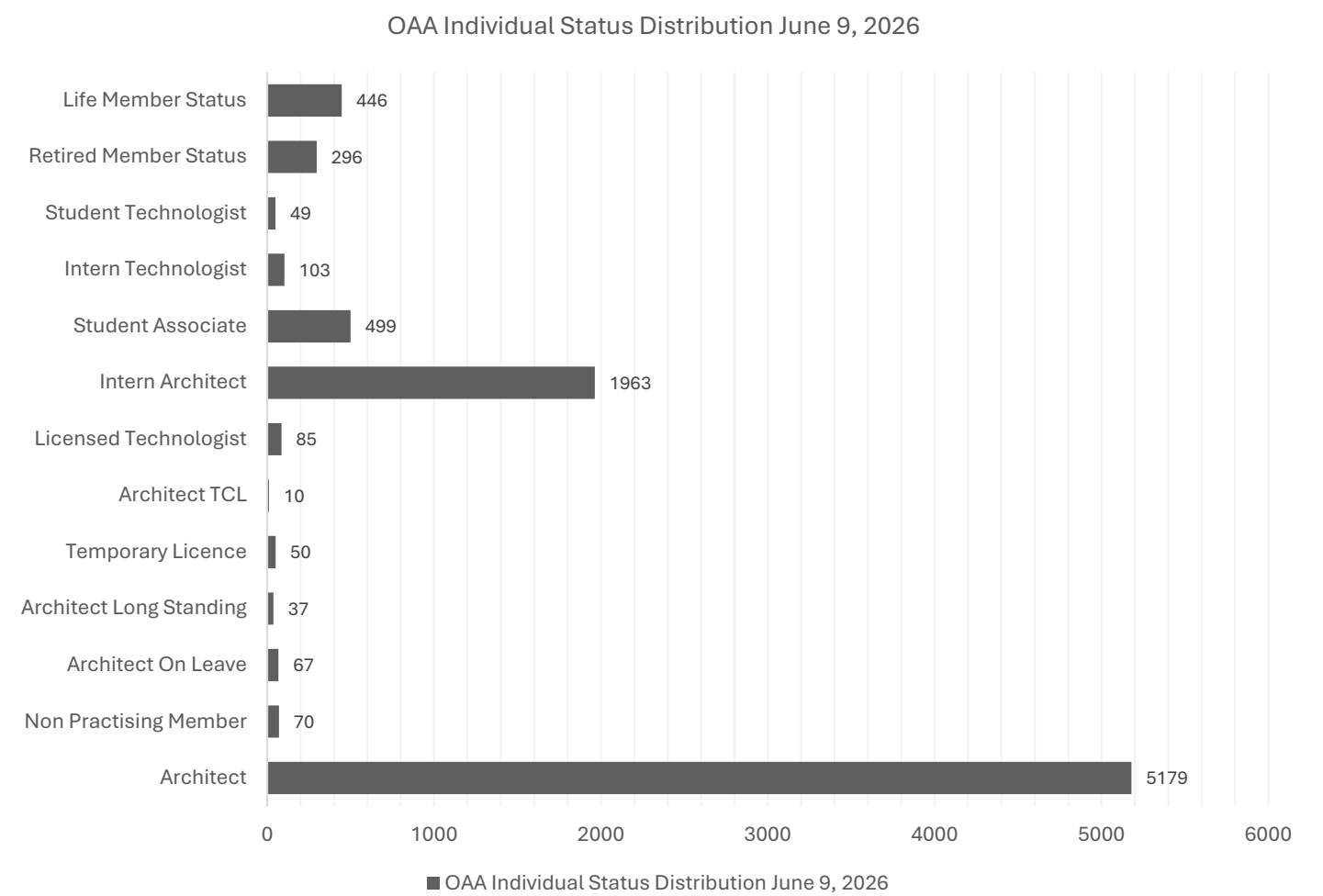
Arising from this meeting was an OAA commitment to research and propose a practice eligibility route or assessment for internationally trained architects. The Office of the Registrar is actively working on this research inclusive of an environmental scan of other regulators that have similar procedures that assess competency. Staff is targeting the September 2026 Council meeting for the delivery of a draft proposal to address concerns raised by the OFC.

The Office of the Registrar, the Policy and Government Relations Manager and the Executive Director will continue to monitor the ongoing developments under FARPACTA.

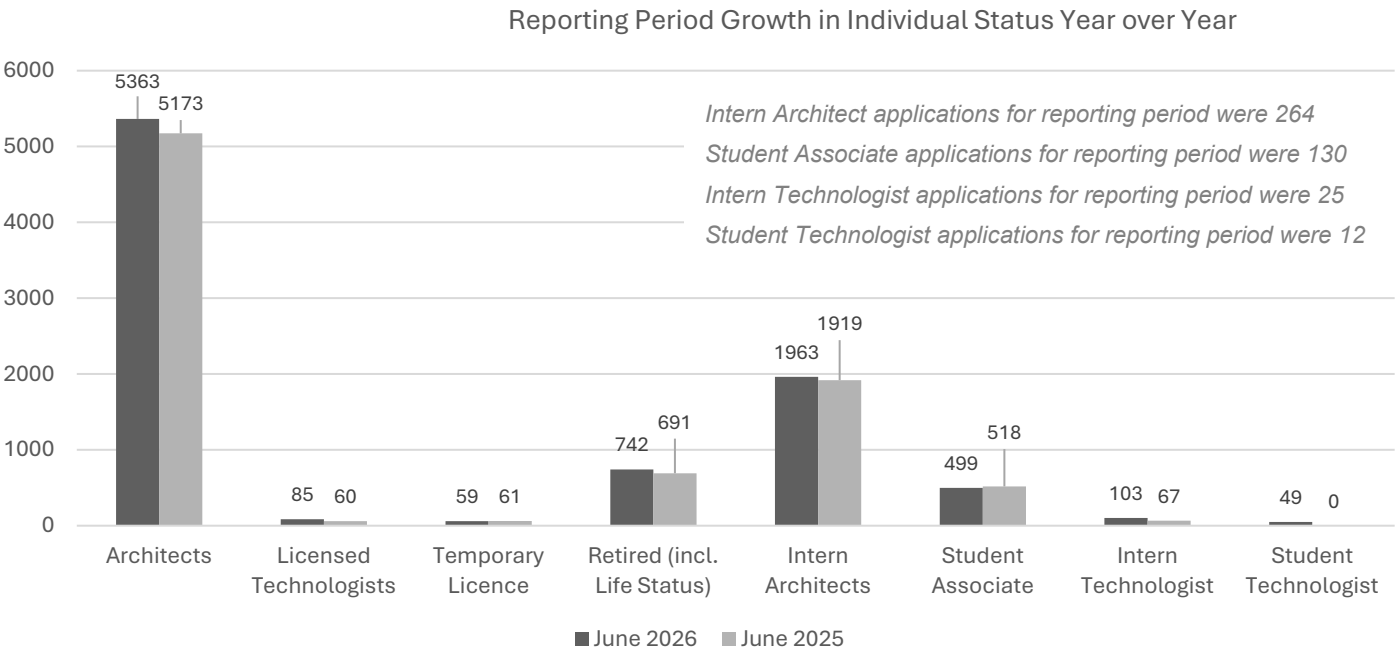
Office of the Registrar Statistics

Below are the OAA community statistics for the reporting period, indicating current records as well as changes over the year. 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.

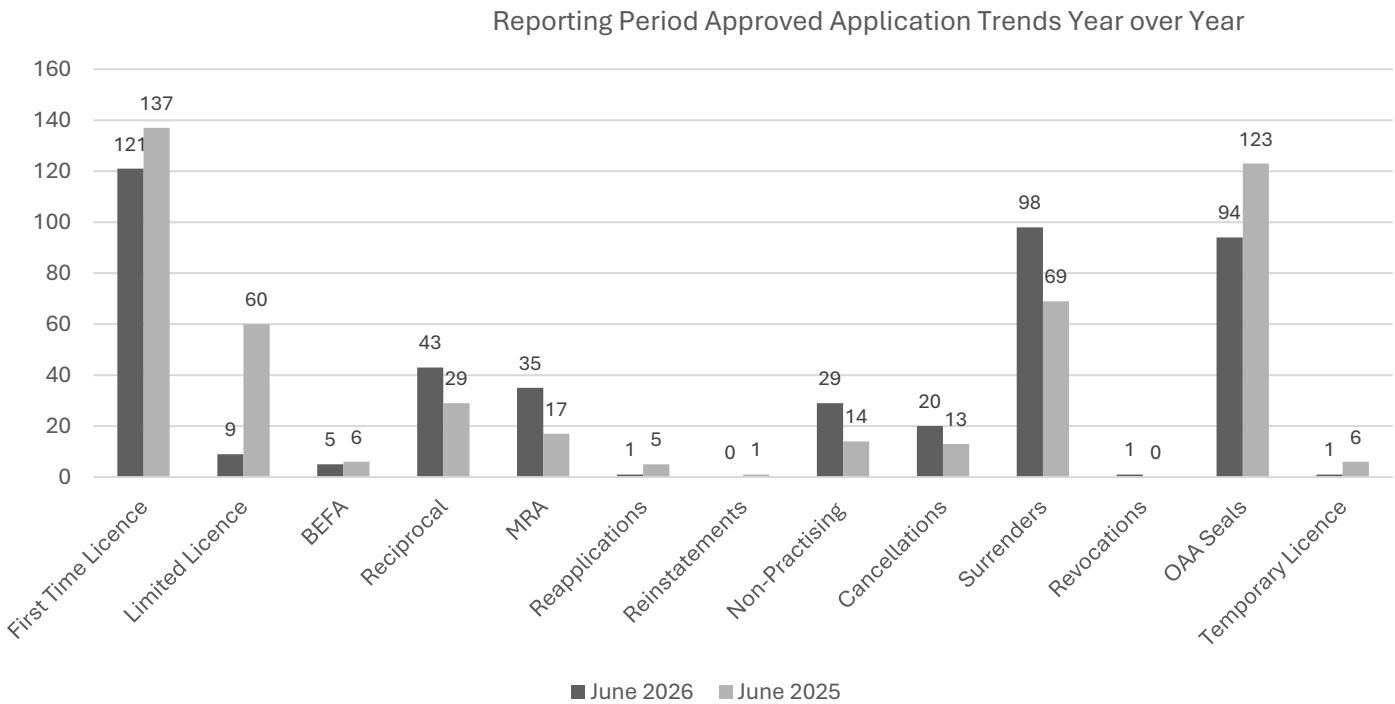
OAA Members and Status Holders



Growth in Individual Status



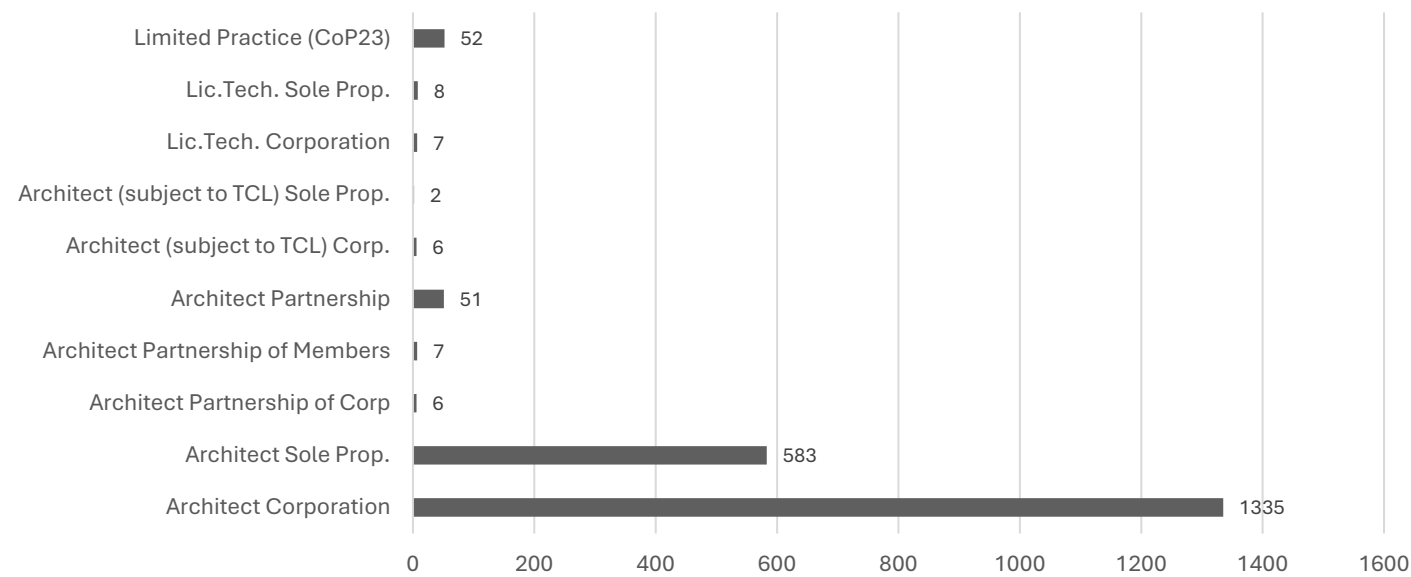
Licence and Limited Licence Applications



- Total applications received for the reporting period was 217, total approved 243.
- Of the 121 first-time licence applicants, 43 were internationally educated applicants.

Certificate of Practice

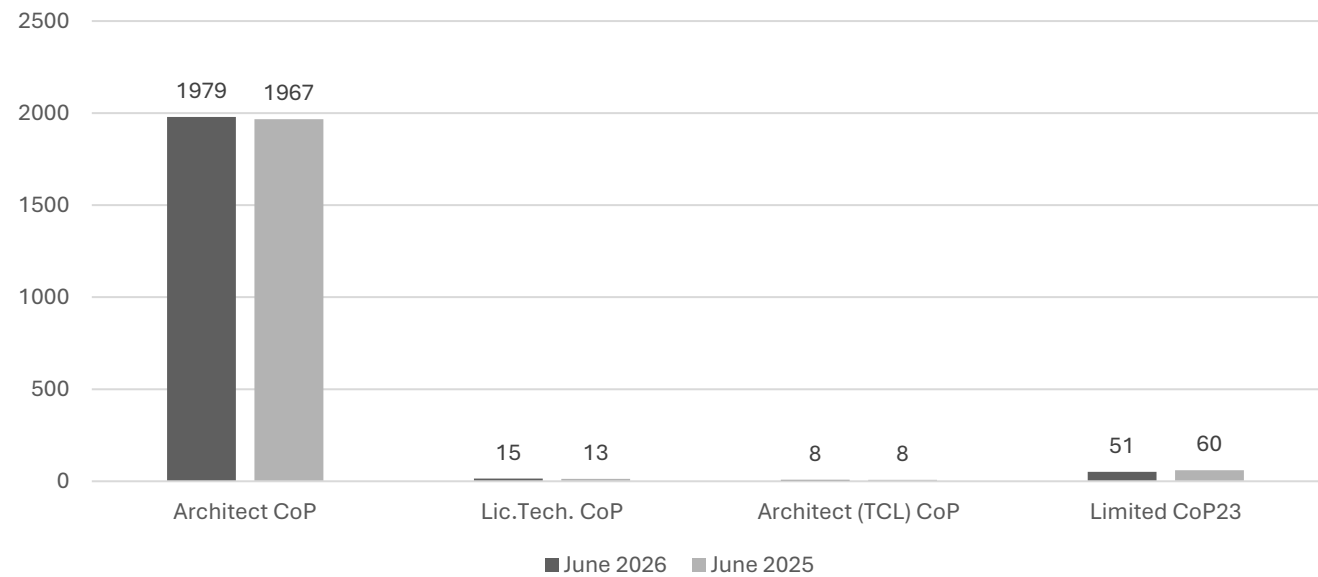
OAA Certificate of Practice Distribution as of June 9, 2026



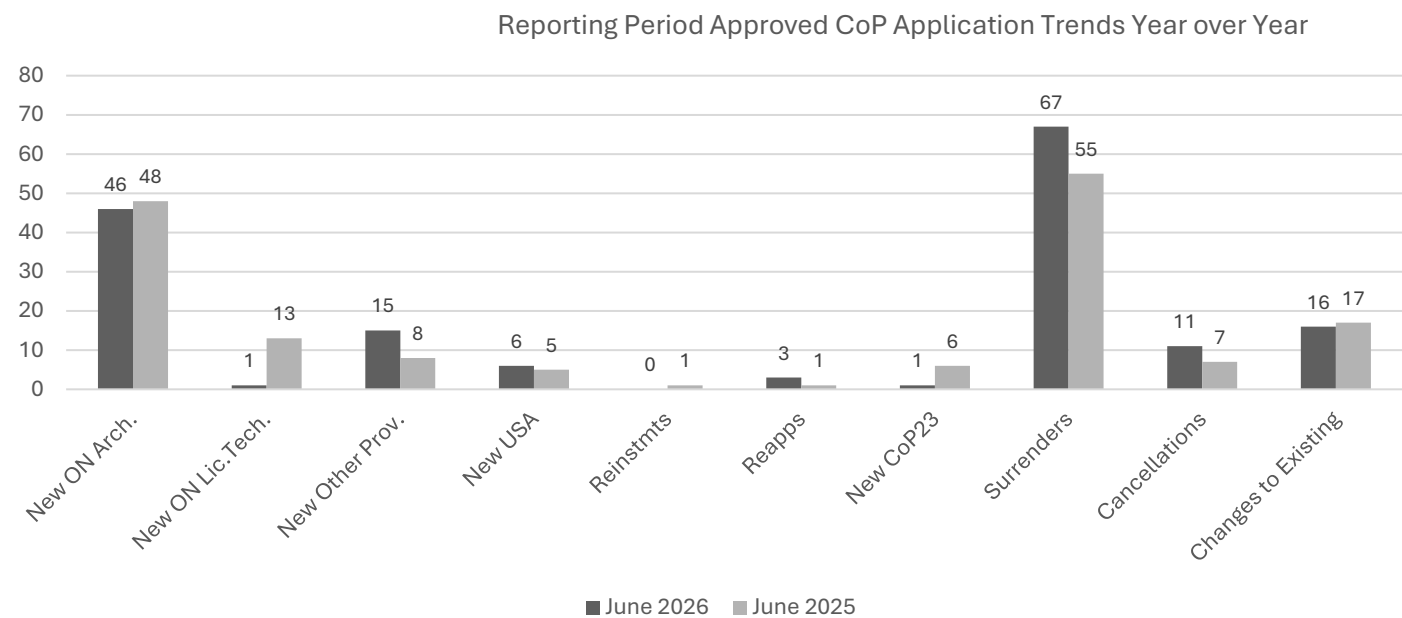
* TCL refers to “subject to terms, conditions. and limitations”

Growth in Practices

Reporting Period Growth in Practices Year over Year

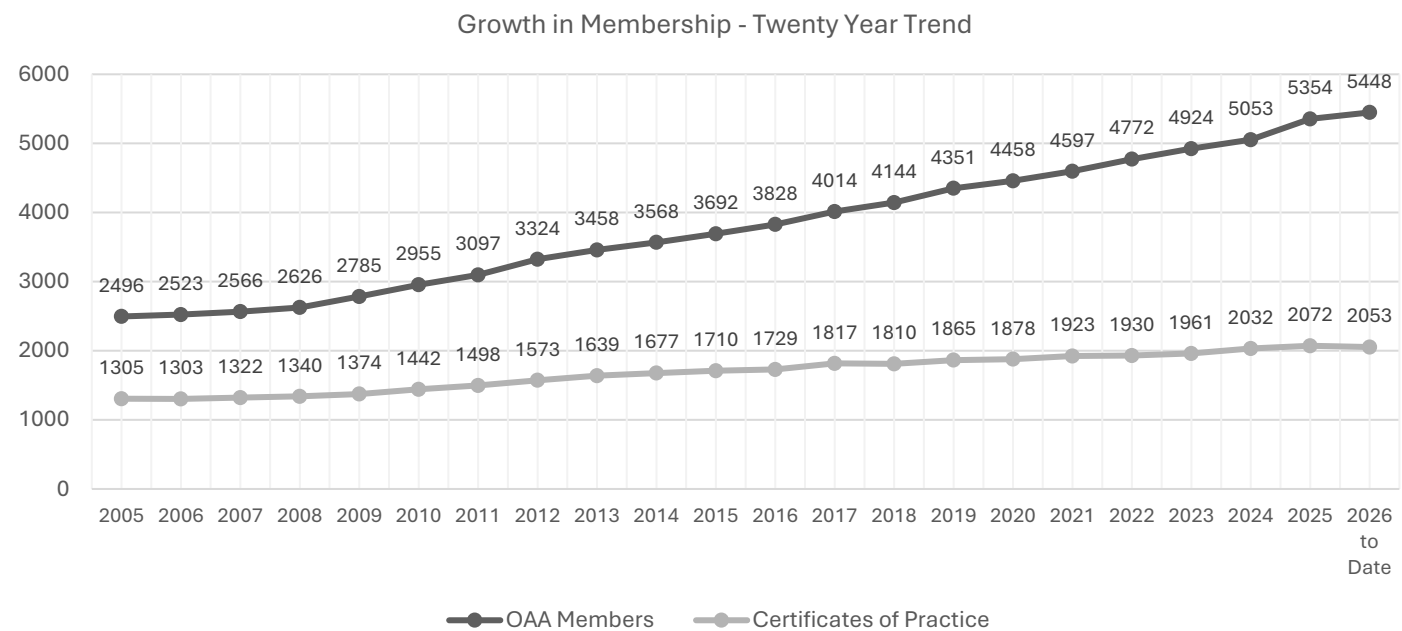


Certificate of Practice Applications



- Total CoP applications received for the reporting period was 56, total approved 37.

Long Term Trends



Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Maxine Blais	Jim Butticci
Kimberly Fawcett-Smith	Natasha Krickhan
Jenny Lafrance	Michelle Longlade
Elaine Mintz	Angela Panacci
Clayton Payer	Anna Richter
Nicola Russo	Kristiana Schuhmann
Susan Spiegel	Settimo Vilardi
Edward (Ted) Watson	Thomas Yeung

FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 6.4.a

From: Anna Richter, Senior Vice President and Treasurer

Date: June 8, 2026

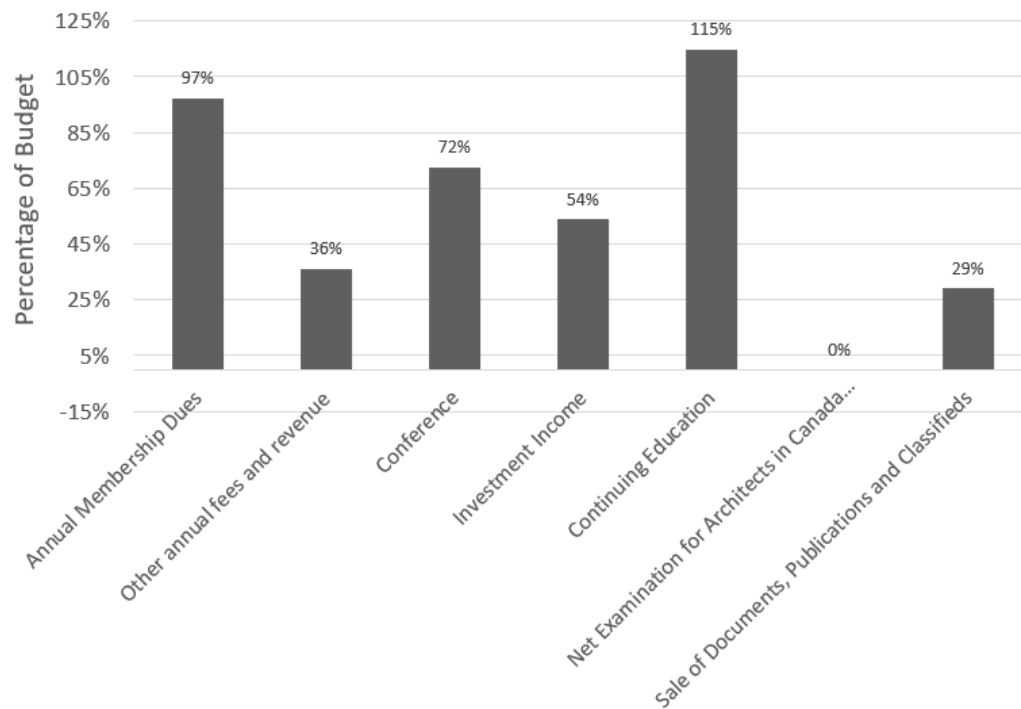
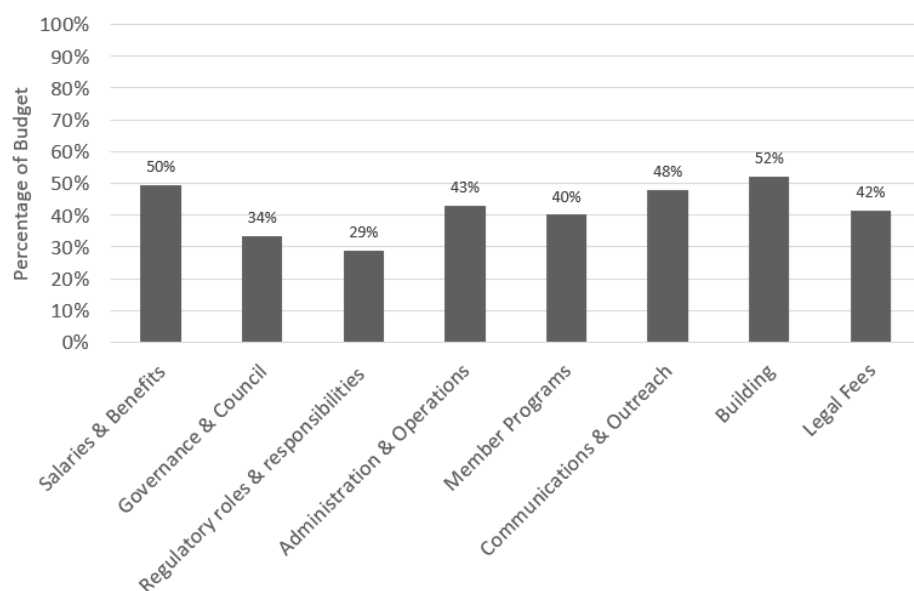
Subject: Unaudited Financial Statements for the Six Months Ended May 31, 2026

Objective: To provide Council with financial statements and related information regarding Quarter 2 of FY-2026

As appendices, this memo includes the following financial statements for your information:

1. Balance Sheet;
2. Statement of Cash Flows;
3. Statement of Profit & Loss (comparing 2026 expenditures to 2025, and showing 2026 approved budget figures in accordance with new categorizations);
4. Council Contingency Approved vs Spent (tracking approved expenditures to be charged to Council Policy Development Contingency and available balance for the year);
5. Committee Statement expenses (shows committee budget versus actual spending); and
6. Statement of Members' Equity (current restricted and unrestricted reserve amounts).



Financial Snapshot – Year-to-date Overview**Revenue
Actual vs Budget Projection****Expense
Actual vs Budget Projection**

Policy Contingency

The total 2026 allocation for the Council's Policy Contingency is **\$152,315**.

As of May 31, 2026, Council has approved one new initiative to be drawn from the Policy Contingency this year.

Allocated in 2026

May 12, 2026	Energy and Carbon Modelling Software	\$50,000
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As of June 8, 2026 Council Policy Contingency has a remaining balance of \$102,315.

Additional Items of Note

As of May 31, 2026, the following items are of note.

Reserves

The OAA's three-year Reserve Allocation Plan continues to be monitored as management focuses on finalizing the mortgage renewal, including the planned \$1,000,000 principal paydown. Planned reserve allocations under the approved strategy will remain on hold until these initiatives are completed.

Revenue

Fees received to date are **\$8,188,335.45**, representing 97.1% of the annual budgeted fee revenue.

Membership and Certificate of Practice fee revenues have increased by \$325,103.18 and \$38,301.72, respectively, compared to the prior year. These increases are primarily attributable to the anticipated growth in membership and the modest fee increase approved for 2026.

Continuing Education revenue exceeded the annual budget by approximately \$15,000 during the second quarter, which is consistent with expectations as the current reporting cycle approaches completion.

Expenses

Expenses related to OAA Licence Requirements have decreased by \$18,720.88 compared to 2025 year-to-date results. This variance is primarily attributable to timing of expenditures associated with the OAA ExAC jurisdiction examinations in Ontario.

Business Expenses have decreased by approximately \$19,090, largely due to lower credit card processing fees and the timing of invoice receipt and payment.

Computer Maintenance expenses have increased by \$35,861.75, primarily as a result of anticipated software licensing costs related to Microsoft 365.

Building Maintenance & Security shows an increase of \$51,795 which is related to an increase in ground maintenance due to winter weather conditions and repairs for the fan coil units and elevator. It is anticipated that the Building Maintenance operating budget will exceed the approved budget by approximately \$120,000 by year end. Given the nature of the repairs, this is unavoidable.

Legal/Audit – Regulatory expenses have increased by approximately \$50,000, reflecting costs associated with discipline hearings carried forward from 2025 that are awaiting scheduling.

Conference 2026 Financial Outcome

The OAA's 2026 operating budget had included an anticipated shortfall of approximately \$206,462. Notwithstanding, the net result is a deficit of \$71,276, including an estimation of remaining expenses to be received in June, this is a positive outcome in terms of subsidy amount that had been budgeted for. Amounts noted below include expenses and revenue received as of May 2026.

Delegate registration revenue:	\$312,379
Over 50 sponsors supported the event, contributing:	<u>\$329,500</u>
Combined total revenues:	\$641,879
Total expenses estimated at:	\$672,655

Action

None. For information only.

Attachments

Financial statements for six months ended May 31, 2026

Balance Sheet

Period: 05/30/26
Ontario Association of Architects

Description	2026 (05/30/26)	2025 (05/30/25)	2025(12 MONTHS)
BALANCE SHEET			
ASSETS			
CURRENT			
Petty Cash	500.00	500.00	500.00
Cash-CIBC	377,959.62	238,612.57	-38,123.88
Term Deposits -General			19.19
NSF Cheques		4,175.64	2,025.42
Pro-Demnity Accounts Rec.	-3,148.48	-1,528.48	-1,528.48
Cash-Scotiabank			
Cash-Premier Investment Account (PIA)	15,200,011.94	13,601,375.00	11,067,027.84
Accounts Receivable	-442,065.73	-526,585.38	-334,709.70
HST-Input Tax Credits	30,120.87	35,167.25	25,895.34
HST Receivables			
Fee validation Project			
Long Term Member Account Receivables	7,750.00	7,750.00	7,750.00
Accured Interest			
Prepaid Expense	24,056.51	87,699.52	190,633.15
Inventory	6,614.18	9,789.09	7,837.03
Total Current	15,201,798.91	13,456,955.21	10,927,325.91
LONG TERM			
Land	470,000.00	470,000.00	470,000.00
Building Additions	1,938,380.66	2,778,690.62	2,954,419.28
Furniture & Equipment	487,388.33	498,854.63	517,829.68
Computer Equipment	2,140,820.44	1,846,587.69	2,142,775.57
Wedsite Developoment	168,662.86	381,165.43	397,387.87
Building-111 Moatfield Drive	10,939,465.76	10,939,465.76	10,939,465.76
TOTAL PROPERTY & EQUIPMENT	16,144,718.05	16,914,764.13	17,421,878.16
Accumulated Depreciation-Building Additions	857,616.22	1,848,301.37	1,922,256.37
Accumulated Depreciation-Furniture & Equipment	301,450.08	290,723.86	310,368.86
Accumulated Depreciation-Computer	1,068,415.15	949,050.28	1,083,105.28
Accumulated Depreciation-Website Development	104,878.75	316,830.18	328,530.18
Accumulated Depreciation-Building	3,044,831.58	2,771,111.63	2,885,066.63

Balance Sheet

Period: 05/30/26

Ontario Association of Architects

Description	2026 (05/30/26)	2025 (05/30/25)	2025(12 MONTHS)
Total Accumulated Depreciation	5,377,191.78	6,176,017.32	6,529,327.32
Net Fixed Assets	10,767,526.27	10,738,746.81	10,892,550.84
Investment in Pro-Demnity	68,525,232.00	55,846,966.00	55,846,966.00
Total Assets	94,494,557.18	80,042,668.02	77,666,842.75
LIABILITIES			
CURRENT			
Accounts Payable	100,0014.05	-163,006.52	2,038.77
Refund Clearing	18,450.07	9,571.38	9,571.38
CExAC Payable	290,300.00	461,115.95	450,611.76
CExAC Operating Fund	315,826.06	144,218.18	226,802.52
Stale Dated Refund			
HST Payable	44,934.32	48,809.55	24,005.39
RBC-LTD Clearing	3,038.25	-1,677.81	-1,810.23
Deferred Revenue	845,586.79	629,707.67	631,922.67
Mortgage Payable - Current	113,067.36	96,914.88	16,152.48
Total Current	1,731,216.90	1,225,653.28	1,359,294.74
LONG TERM			
Mortgage Payable - Long Term	3,521,241.28	3,715,071.04	3,715,071.04
Total Long Term Liabilities	3,521,241.28	3,715,071.04	3,715,071.04
Total Liabilities	5,252,458.18	4,940,724.32	5,074,365.78
EQUITY			
Members' Equity	78,799,806.05	64,782,544.04	64,921,447.70
Major Capital Reserve Fund (Internally Restricted)	2,636,209.44	2,775,113.10	2,636,209.44
Operating Reserve Fund (Internally Restricted)	2,959,374.51	2,959,374.51	2,959,374.51
Legal Reserve Fund (Internally Restricted)	285,500.00	285,500.00	285,500.00
Surplus/(Deficit)	4,562,498.30	4,299,502.61	1,790,077.88
Members Equity Closing	89,243,388.30	75,102,034.26	72,592,609.53
Total Liabilities & Equity	94,494,557.18	80,042,758.58	77,666,975.31

Statement of Cash Flow

Period: 05/31/26

Ontario Association of Architects

Description	YTD
Operating Activities:	
Excess (deficiency) of revenue over expenses	4,575,417.22
Add Items not involving Cash	
Amortization of Property and Equipment	1,159,066.30
Loss on disposal of Property and Equipment	
Net Change in non-cash working Capital items:	
Account Receivables	-407,477.39
Inventories	6,614.18
Prepaid Expenses	24,056.51
Account Payable & Accrued Liabilites	103,314.54
Deferred Revenue	845,586.79
Major Capital Reserve Fund(Internally restricted)	2,636,209.44
Operating Reserve Fund (internally Restricted)	2,959,374.51
Legal Reserve Fund (Internally Restricted)	285,500.00
Cash Flow from Operating Activities	-12,941,275.50
Financing Activities:	
Mortgage Payable -Current	113,067.36
Cash flows from financing activities	113,067.36
Investing activities:	
Short term deposits	
Purchase of Property & Equipment	16,144,718.05
Cash Flow from Investing Activities	16,144,718.05
Net increase/(decrease) in cash during the year	3,090,375.19
Cash, beginning of year	2,712,415.57
Cash, end of period	377,959.62
Per Balance Sheet	377,959.62

OAA – Profit and Loss Statement

Period: 05/31/26
Ontario Association of Architects

Description	Actual YTD (2026)	Actual YTD (2025)	Annual Budget (2026)	YoY Variance	NOTES: re YoY Variance
Revenue					
Annual Membership Dues	8,188,335.45	7,802,262.93	8,434,029.49	386,072.52	} Anticipated increase related to increase in membership and fees
Membership Fees	6,138,410.66	5,813,307.48	6,290,829.34	325,103.18	
Application Fees	88,546.00	94,385.00	155,798.68	-5,839.00	
Certificate of Practice Fees	1,927,691.30	1,889,389.58	1,922,513.47	38,301.72	
Other Member Fees	33,687.49	5,180.87	64,888.00	28,506.62	
Other annual fees and revenue	20,070.99	14,460.00	55,420.00	5,610.99	
OAA License Requirements	4,751.00	4,000.00	14,700.00	751.00	
Other Income (Classified, Awards, Discipline Recov	15,319.99	10,460.00	40,720.00	4,859.99	
Conference	551,379.00	568,693.00	761,850.00	-17,314.00	Expected based on location
Investment Income	207,253.26	346,647.36	385,000.00	-139,394.10	Related to GIC Term Ending '25
Continuing Education	121,906.50	37,730.00	106,470.00	84,176.50	Expected increase for End of Cycle
Net Examination for Architects in Canada (ExAC)			114,840.00		
Sale of Documents, Publications and Classifieds	15,712.29	19,706.83	54,000.00	-3,994.54	
Total Revenue	9,104,657.49	8,789,500.12	9,911,609.49	315,157.37	

OAA – Profit and Loss Statement

Period: 05/31/26

Ontario Association of Architects

Description	Actual YTD (2026)	Actual YTD (2025)	Annual Budget (2026)	YoY Variance	NOTES: re YoY Variance
Expenses					
Salaries & Benefits	2,334,241.53	2,147,528.49	4,714,159.00	186,713.04	
Salaries & Benefits	2,293,647.66	2,121,043.68	4,629,159.00	172,603.98	Related to budgeted increase
HR Administration	40,593.87	26,484.81	85,000.00	14,109.06	Staff Recruiting Fee
Governance & Council	215,713.78	175,423.08	646,748.75	40,290.70	
Liaison with Gov't & Other Organizations	77,394.16	37,414.20	174,600.00	39,979.96	Timing of CACB and ROAC Invoices
Council, Senior Management and Other	138,319.62	138,008.88	472,148.75	310.74	
Regulatory roles & responsibilities	121,497.91	144,639.43	420,974.20	-23,141.52	
OAA License Requirements	99,309.61	118,030.49	186,390.00	-18,720.88	Timing of ExAC OAA Jurisdiction Invoices
Regulatory Committees	22,188.30	26,608.94	234,584.20	-4,420.64	
Administration & Operations	2,300,807.61	280,352.34	706,544.87	-25,451.73	
Documents & Other	10,283.38	9,848.94	22,000.00	434.44	
Business Expense	74,862.75	93,953.09	222,387.00	-19,090.34	Timing of Credit Card Payments
Computer & Maintenance	117,356.48	81,494.73	346,907.00	35,861.75	Anticipated Software Renewals
Insurance	98,305.00	95,055.58	115,250.87	-3,249.42	

OAA – Profit and Loss Statement

Period: 05/31/26

Ontario Association of Architects

Description	Actual YTD (2026)	Actual YTD (2025)	Annual Budget (2026)	YoY Variance	
Member Programs	583,553.56	886,089.44	1,453,429.40	-302,535.88	
Continuing Education	13,571.54	18,394.16	40,000.00	-4,822.62	
Conference	295,708.27	701,803.34	968,949.00	-406,095.07	Timing of Invoices
Societies	216,570.01	150,076.46	287,748.00	66,493.55	Increase in Per Capita Funding
Comms - Honours and Awards	51,431.27	13,997.62	87,740.00	37,433.65	Anticipated difference for bi-annual awards program
Practice	6,272.47	1,817.86	58,992.40	4,454.61	
Communications & Outreach			10,000.00		
Communications & Outreach	153,372.66	128,962.07	320,182.56	24,410.59	
Communications	123,386.55	112,904.80	282,294.56	10,481.75	Timing of Invoices
Web site	29,986.11	16,057.27	37,888.00	13,928.84	Timing of Invoices
Building	626,169.99	665,007.25	1,348,570.71	-38,837.26	
Building Committee	24,528.40	83,244.00	145,000.00	-58,715.60	Landscape Design Cost in 2025
Utilities	900.35	811.42	2,500.00	88.93	
Tax and Mortgage Expenses	61,907.53	65,077.19	142,625.91	-3,169.66	
Building Major Capital Reserve Fund					
Building Maintenance & Security	143,697.75	91,902.64	110,115.06	51,795.11	Increase Cost Related to Maint.
Depreciation	395,135.96	423,972.00	948,329.74	-28,836.04	Anticipated Increase

OAA – Profit and Loss Statement

Period: 05/31/26
Ontario Association of Architects

Description	Actual YTD (2026)	Actual YTD (2025)	Annual Budget (2026)	YoY Variance	
Legal Fees	125,217.51	61,995.41	301,000.00	63,222.10	
Legal-Business/Operations	31,481.02	33,076.00	90,000.00	-1,594.98	
Legal/Audit-Regulatory	78,600.99	28,567.50	170,000.00	50,033.49	Increase in Discipline Hearings
Legal-Practice	15,135.50	351.91	41,000.00	14,783.59	Timing of Projects
Legal-Reserve					
Total Expenditures	4,460,574.66	4,489,997.51	9,911,609.49	-75,329.96	
SURPLUS(+)/DEFICIT(-)	4,644,082.94	4,299,502.61		390,487.33	
Other Items					
On-going legal matters					
Investment Income from Pro-Demnity Insurance Co					
Total Expenditures	4,460,574.66	4,489,997.51	9,911,609.49	-75,329.96	
Total Revenue	9,104,657.49	8,789,500.12	9,911,609.49	315,157.37	
SURPLUS(+)/DEFICIT(-)	4,644,082.94	4,299,502.61		390,487.33	

OAA - Council Policy Development Contingency

Period: May 31, 2026
Ontario Association of Architects

Description	Actual YTD	Annual Budget 2026
Council Policy Development Contingency		152,315
Energy and Carbon Modelling Software		50,000
Remaining Balance		102,315

OAA-Committees

Period: 12/01/25..05/31/26
Ontario Association of Architects

Fiscal Start Date: 12/01/25
All amounts are in CAD.

Description	Actual YTD (2026)	Actual YTD (2025)	Annual Budget (2026)
Committees			
Standing Committees	12,491.03	3,331.73	68,746.96
OAA Governance Committee	8,972.50	550.00	35,000.00
Finance & Audit Committee			
Communications & Public Education Committee (CP	619.56	1,352.84	13,894.56
Practice Resource Committee	2,898.97	1,428.89	19,852.40
Policy Advisory Coordination Team (PACT)		388.97	37,640.00
Statutory Committees	84,547.08	95,071.04	363,187.24
Council and Executive Committee	62,100.56	68,462.10	128,603.04
Discipline Committee	3,262.50	3,262.50	66,269.70
Complaints Committee	6,616.68	19,299.03	61,024.68
Experience Requirements Committee (ERC)	11,467.34	2,647.41	36,401.32
Registration Committee	1,100.00	1,400.00	70,888.50
Discretionary Committees	24,528.40	83,244.00	145,000.00
Building Committee	24,528.40	83,244.00	145,000.00
Committees Total	121,566.51	181,646.77	576,934.20

OAA-Statement of Equity

Period: 12/01/25..05/31/26
Ontario Association of Architects

Fiscal Start Date: 12/01/25
All amounts are in CAD.

Description	Actual YTD (05/31/26)
Total Members Equity	89,243,061.08
Less: Current YTD Surplus	4,562,171.08
Less: Allocation of Reserves	5,881,083.95
Legal Reserve	285,500.00
Capital/Building Reserve	2,636,209.44
Operating Reserve	2,959,374.51
Less: Pro-Demnity Insurance Company	68,525,232.00
Less: Property & Equity	7,149,370.11
YTD Unrestricted Members Equity	3,125,203.94

Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Maxine Blais	Jim Butticci
Kimberly Fawcett-Smith	Natasha Krickhan
Jenny Lafrance	Michelle Longlade
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Nicola Russo	Kristiana Schuhmann
Susan Spiegel	Settimo Vilardi
Edward (Ted) Watson	Thomas Yeung

FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 6.5.a

From: Communications and Public Education Committee (CPEC)

Susan Spiegel, Vice President & Chair	
Mariella Amodio	Marlo Fabella
Carl Knipfel	Shan Li
Elaine Mintz	Jose Power

Date: June 15, 2026

Subject: Updates from the Communications and Public Education Committee (CPEC)

Objective: To provide updates on CPEC activities since the May Council meeting.

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

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

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

The Committee met virtually on June 2 to review discuss the SHIFT2027 theme and programming opportunities in the absence of Conference.

SHIFT Challenge Theme 2027

As part of their annual work plan, CPEC was tasked with developing the 2027 theme for the biennial SHIFT Challenge program. Committee members were asked to come prepared with key words or phrases relating to societal issues that could be explored in



this coming year's SHIFT program. Many of those ideas were captured under the larger umbrella theme of "*the streets*." Details can be found in a dedicated SHIFT memo.

SHIFT 2027 Programming Opportunities

In the absence of Conference 2027, members of CPEC were asked to consider programming opportunities to fill the gaps left in the regular SHIFT program, while also expanding outreach to the public. The committee proposes three programmed events/activations for SHIFT 2027 as follows:

- A "**signature**" **celebration event** hosted at a third-party venue (such as a theatre or other appropriate event space) geared towards OAA status holders and select public audiences. This event would essentially *replace* the one typically hosted as part of the Conference programming, with the addition of targeted public outreach to expand visibility of the SHIFT Challenge.
- A series of **collaborative events with the Local Societies** in regions across Ontario to engage more members of the public and to bring programming to those who are often "left out" of Conference due to scheduling or monetary limitations. These events would reflect regional contexts and may not be identical across the various Societies. *NOTE: This item is pending discussion with the Society Chairs as part of their proposed involvement in 2027 programming (further details available in the Annual Society Chairs Meeting Summary provided).*
- Retaining the typical **education and outreach for SHIFT** including a print publication, a lecture series at the OAA headquarters with project leads, and dedicated episodes on the OAA's podcast, *Architecturally Speaking*.

These programming opportunities are expected to adhere to typical budget allocations. Further details can be found in a dedicated memo on 2027 OAA programming in lieu of Conference.

Additional Updates

K – 12 – Chatterhigh

Council will recall that Chatterhigh is an online, gamified career planning tool used in classrooms to support secondary school students as they explore possible career paths. The Chatterhigh platform offers the OAA valuable, direct access to one of their key audiences—K-12 students—that are otherwise "obstructed" by rigorous school board safeguards.

Currently, the OAA provides content to the platform in the form of multiple choice questions about the architecture profession. Students will encounter these questions—including links to the OAA website where answers can be found—in a randomized order amidst a series of questions from numerous other professions. Depending on how



students respond, the platform will tailor future content to suit student interests and aptitudes. Essentially, if students respond well to OAA content, they will see more of it.

In their meeting, CPEC members heard a brief presentation from Chatterhigh representatives regarding opportunities to expand content using a *module* approach, which offers content in the form of a “mini-course” on architecture, rather than randomized multiple-choice questions. CPEC members agreed that there is high value in pursuing this approach given the possibilities for creating more engaging content in a more structured format. Interested members will meet informally to begin workshopping content suggestions and will report back to the Committee for discussion

OAA Honour Roll Display + Support for Digital Displays

CPEC recognizes the need to invest in new video wall technology at the OAA headquarters. The use of digital displays fosters strong representation of the OAA visual identity, creates dynamic content options for events (for both members and the public, alike), provides opportunities for formal presentations, and delivers on the original vision of the *Renew + Refresh* retrofit to ensure the building is equipped with modern technologies appropriate to digital and remote work. The committee would also like to explore the potential to use designated screens near reception as a digital, onsite option for the OAA Honour Roll.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
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FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 6.5.b

From: Governance and Human Resources Committee

Anna Richter, Chair	Lara McKendrick
Settimo Vilardi	Susan Speigel
Elaine Mintz	Michelle Longlade

Date: June 4, 2026

Subject: Update from OAA Governance & HR Committee

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

The Governance Committee met on June 3, 2026. This memo summarizes the priority items discussed at the meeting.

Act Modernization

The Committee reviewed and discussed potential areas of amendment to the Act and Regulations that are considered 'housekeeping' in nature. These are items identified during the audit process that address antiquated language or reflect contemporary regulation. OAA Council will be asked to consider recommendations in June.

OAA Strategic Plan

The Committee reviewed the draft RFP to engage a consultant to conduct the OAA's next strategic planning exercise. See separate item in the Open Council meeting agenda.



Council Vacancy Appointment Process

The Committee reviewed a draft policy regarding the appointment of an individual to Council where a vacancy exists due to the early departure of a sitting member of Council. Council will be asked to consider the proposal in June.

Council Meeting Rules and Procedures

In the spirit of good governance and the desire for clarity and increased understanding regarding specific meeting rules, procedures and protocols, a refreshed and expanded version of the document which outlines the rules and procedures for the conduct of Council meetings was reviewed. This document is included as the first pages of each Council meeting package. The new version is included in the June package.

Policy Review

As part of the Committee's Work Plan, the Committee reviewed proposed updates to the Reimbursement Policy for Councillors, Committee Members and Volunteers. Suggested updates will be shared with the Finance & Audit Committee for consideration at their next meeting. Any changes will be brought forward to Council for final approval.

Budget

The Committee reviewed the draft Governance Committee budget for 2027 and recommended that staff move this forward to the Finance and Audit Committee for their consideration

Workforce Planning and HR Updates

The OAA Chief Operating Officer confirmed that the OAA will soon have a new Arch Grad join the OAA.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
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FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 6.5.c

From: Building Committee

Thomas Yeung, Chair Susan Spiegel, Vice President
Sheena Sharp, Member at Large

Date: June 4, 2026

Subject: Update from the OAA Building Committee

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

The Building Committee met on May 27, 2026.

Landscape Project

The Committee received an update from Joe Lobko, Client Advisor, on the status of the Landscape Project. On June 2, the Ja Team confirmed that the Building Permits were received from the City of Toronto. The guaranteed maximum pricing has been identified within the budget parameters previously approved by Council last year. The construction management is being adjusted to reflect the guaranteed values, as well as the construction contingency.

A Groundbreaking Ceremony to commemorate the formal launch of the project is being held on June 25. Construction is anticipated to begin immediately thereafter. Communications staff are working in collaboration with the Building Committee and landscape team on a variety of communication pieces that will roll out during the project. Any notice of disruption of access to the building will be posted on the OAA website and communicated to members in advance.

Facility Assessment

As part of the Facility Assessment, Tim Faulker, Project Manager, Mechanical & Electrical at WSP, provided the Committee with several options and recommendations for a power contingency plan in the event of a prolonged power outage. Faulker will provide further information for the Committee to consider.

Budgets

The Building Committee reviewed the draft Capital, Committee, and Maintenance Budgets for 2027 and recommended that staff move those forward to the Finance and Audit Committee for their consideration.

Action

None. For information.

Attachments

None

Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Maxine Blais	Jim Buttici
Kimberly Fawcett-Smith	Natasha Krickhan
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FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 6.5.d

From: Kristiana Schuhmann, Vice President & PRC Chair

Date: June 15, 2026

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 2026 on Thursday, June 4. The meeting was conducted virtually and focused on the following key items:

General Updates:

PRC members were briefed on the May 2026 Council meeting as well as the OAA Conference.

Staff provided an update on the completed contract negotiations for the renewal of the [CSA Access Program](#) for the 2026-2027 period, including messaging to the membership on updates about the launch.

PRC was encouraged to bring forward ideas of topics for the [Practice Advisory Newsletter](#). The next edition is to be circulated mid-July 2026.

Various public consultations have been launched recently, and PRC was provided a brief overview of what is underway. PAS noted that an Advisory Group is currently working on a submission for [CBHCC's Spring 2026 public review](#) of proposed changes to the 2025 National Model Codes.

General updates on the administration of the [Practice Consultation Program](#) were provided by staff.

Document Development and Maintenance

As outlined in the 2026 Work Plan, PRC continues supporting the review of various resources and initiatives carried over from 2025, including Practice Tips, templates, and other related documents.

Work Recently Completed

Minor Updates to OBC Data Matrices and Practice Tip PT.03 Building Code Data Matrices: A minor revision was made to Practice Tip [PT.03 Building Code Data Matrices](#), including editorial changes to the itemization of current revisions and an update within the matrices to reference the latest Building Code Amendment at the time of issuance. Both the Word versions and Excel workbook ([member side](#)) have been updated. The membership was made aware via the May Newsletter.

Updates to [Document 100 OAA-OGCA Take-Over Procedures](#): PRC was advised that OAA-OGCA Take-Over Procedures, Document 100 had been endorsed by both the OGCA and OAA at a May meeting. The main objective of this maintenance cycle was to bring the November 2025 version into alignment with the current *Construction Act*. The membership will be made aware via OAA News and upcoming Practice Newsletter.

Various OAA Documents – Work in Progress

Resources Impacted by Amendments to the Construction Act: With legislation in effect on January 1, 2026, work continues on all affected resources ([Practice Tip PT.10 Series \(Construction Act\)](#) and the OAA Contract Suite 2021 & Guides) with support from the PGR team and external legal counsel. Additional documents will also require revisions to align with the legislative updates. To support members, a dedicated landing page outlining the 2026 changes—[Construction Act: How the 2026 Updates Impact You and Your Contracts](#)—was launched in December 2025. PAS and the Continuing Education team have also begun planning potential webinars to help OAA members understand and prepare for these updates.

Updates to [PT.36.1 \(Energy Modelling\)](#): PRC was thanked for their feedback and the comments on the draft outline has been shared to the subject matter expert.

Updates to [PT. 38 \(Durability\)](#): Staff provided an update on Practice Tip PT.38, noting that CSA has released a draft update to [CSA S478:26 Durability in Buildings](#), which is intended to become a mandatory standard and may influence future revisions to PT.38. PRC supported preparing an interim update to the Practice Tip, including broadening best-practice references, removing the sample letter, and clarifying the CoP holder's role in durability planning. Members also discussed emerging durability considerations such as lifecycle costs, maintenance obligations, and early contractor involvement. PAS will continue reviewing the CSA draft offline and incorporate PRC input into the next iteration of PT.38 for future review.

OAA Model Procurement Templates – [RFSQ](#) & [RFP](#): PRC was asked to review and comment on the updated templates and the new guide which will accompany the templates. PAS provided an update on an upcoming roundtable that will engage procurement professionals to offer feedback on the draft documents.



Updates to [PT.01 When a Client Changes Architects – Different Client or Project](#): The document is being updated to reflect recent Regulatory Notice changes, routine maintenance needs, and recurring inquiries received through the Practice Hotline. A preliminary draft has been shared with PRC for feedback.

Proposed Practice Tip/Best Practice on Use of Seals: Following the January 2025 publication of updated Regulatory Notices (as noted in *OAA News: Newly Updated Regulatory Notices Now Online*), PAS and the Office of the Registrar are developing a new Practice Tip to accompany [RN.01 \(OAA Professional Seal\)](#) in response to recent Practice Hotline inquiries. PRC reviewed and provided feedback on the draft list of topics to guide development of the resource.

Other General Practice Topics/Emerging Issues Discussed:

CCDC on Progressive Design Build and SignaSur: PRC was provided an overview of the [seminar](#) associated to the launch of the new Contracts on Progressive Design-Build, and webinars will be offered spring 2026. Impact on the Practice Tip PT. 23.0 Series on CCDC is being assessed. As reported at the September 2025 PRC Meeting, Canadian Construction Association (CCA) is working on migrating the CCDC and CCA documents to SignaSur.

[Use of AI in Practices](#): The PRC and PAS continue the conversation on the usage of AI in practice and the impact on practices, in particular possible impacts on entry level position as well as new tools such as BIM related add-ons on building codes, etc. This information continues to help support the larger discussion happening on this topic through Council and the Governance Committee

[Buy Ontario Act](#): A high-level overview of the requirements for the [Buy Ontario Procurement Directive](#) was provided, highlighting the likelihood that practices may be requested to support public sector clients in meeting these new requirements. PRC was also informed of the recently created landing page [Buy Ontario Act: How the 2026 Procurement Directive Impacts the Public Sector](#). A general discussion followed, including recent conversations PRC and PAS have had with clients regarding anticipated impacts and implementation considerations. The OAA will continue to monitor developments and assess potential implications for the profession.

Action

None. For information only.

Attachments

none.

Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
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Edward (Ted) Watson	Thomas Yeung

FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 6.5.e

From: Settimo Vilardi, Chair, Policy Advisory Coordination Team (PACT)

Len Abelman	Ibrahim El-Hajj
Sara Jordao	Mary Ellen Lynch
Nicola Russo	Cory Stechyshyn
Ted Watson	

Date: June 11, 2026

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

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

PACT met last on April 10 and will meet again on June 24 for a special meeting of PACT to determine this year's Queen's Park Picks. Since their last meeting, PACT hosted the Roundtable on Design Catalogues on May 19. The goal of the event was to gather insights about what else the OAA may consider doing regarding these Design Catalogues. Following a member survey that will be delivered over the summer, PACT intends to provide draft recommendations about Design Catalogues to Council for their review and approval at the September meeting.

Design Catalogues Roundtable

PACT hosted the design catalogues roundtable virtually on May 19 with members of the Communications and Public Education Committee (CPEC) and Council. The roundtable was successful in identifying different opportunities that the OAA may get involved.

There were five discussion questions to facilitate the roundtable.

1. What is the impact of design catalogues on the architecture profession?



2. Beyond just building design concepts or prototypes, what additional information may be important to include in the catalogues?
3. How can the OAA support "good design" in the development and implementation of these design catalogues?
4. Is there a connection between design catalogues and the advancement of housing affordability? Should there be a connection?
5. How can the OAA foster continuous member and public engagement about design catalogues and related housing issues?

The discussion amongst members was thoughtful and brought new perspectives. To summarize, there is a general understanding that design catalogues may act as a tool to build housing but should be clear in their limitations when marketing to the public and the continuous promotion of them can devalue the profession.

Overall, there was agreement that the OAA should explore public education opportunities about the role of the OAA and Architects. In addition to educating the public, the OAA could engage further with municipalities in the conversation about design catalogues as they are the entities that are creating and implementing these catalogues.

The OAA will use this information from the roundtable discussion to survey members over the summer months to gather additional insights and provide recommended next steps to Council in the fall. The full report is attached to this memo for information.

Ontario Building Code Consultation

On May 28, the Ministry of Municipal Affairs and Housing released CodeNews Issue 381. This Ministry is seeking feedback on the amendments to Part 3 of the Ontario Building Code to support the construction of four-storey, non-stacked, townhouses in Ontario.

The OAA has made a submission to the consultation to remind the Ministry that this work is within the protected scope of OAA members, including Architects and Licensed Technologists, under the *Architects Act*. The Association continues to position itself as a resource to government as they continue to review the Building Code. The full submission can be read [here](#).

Queen's Park Picks 2026

Planning of the Queen's Park Picks is well underway as the nominations from MPPs closed on June 4 with 41 nominations received from 28 MPPs. The researcher will attend PACT's special meeting on June 24 as the committee decides this year's top nine QP Picks. Over the summer, the researchers will dive deeper into the nine buildings and begin the storytelling.



This year's event will take place on November 3, 2026 at the Main Legislative Building at Queen's Park in Toronto.

If Council members are interested in attending, please contact Elizabeth Walsh, Policy Analyst, at elizabethw@oaa.on.ca.

Action

None. For information only.

Attachments

Design Catalogue Roundtable Report

Report: Design Catalogues Roundtable

May 19, 2026 | 10:00 am to 12:00 pm | Virtual Meeting

Executive Summary

In response to the recent proliferation of “template” designs for accessory dwellings in municipalities across Ontario—and the suspected misinformation accompanying them—OAA Council determined that an evaluation of these new design catalogues and their impact was needed.

On May 19, 2026, the OAA convened a roundtable discussion on House Design Catalogues attended by members of OAA Council, the Policy Advisory Coordination Team (PACT), and the Communications and Public Education Committee (CPEC). The discussion focused on what, if any, actions the OAA should take regarding design catalogues beyond the regulatory bulletin issued in January 2026.

Facilitated by OAA Vice President and PACT Chair, Settimo Vilardi, the discussion considered five guiding questions:

- What is the impact of design catalogues on the architecture profession?
- Beyond just building design concepts or prototypes, what additional information may be important to include in the catalogues?
- How can the OAA support "good design" in the development and implementation of these design catalogues?
- Is there a connection between design catalogues and the advancement of housing affordability? Should there be a connection?
- How can the OAA foster continuous member and public engagement about design catalogues and related housing issues?

Discussion and Key Takeaways

What is the impact of design catalogues on the architecture profession?

Summary: There was consensus that design catalogues are not currently a serious threat to the architecture profession and can even be leveraged in certain areas of the province or for specific building types such as multiplexes. Attendees noted past iterations of similar house design catalogues (such as CMHC's design catalogue from the 1980s), where such documents had limited reach and impact. Despite that, there was agreement that Architects should remain involved in the discourse and development of catalogues. Finally, since larger developers generally drive new home construction it is unlikely they will use any designs from a catalogue as they prefer custom solutions based on their own parameters which generally include maximizing the use of the property, efficiency/constructability of the buildings, and maximizing profits.

1 of 4



Noted concerns focused on how the catalogues are marketed; participants agreed that it is in the public interest to clarify the limitations of the template approach. Currently, the realities of zoning permitting requirements and the limits associated with site context are absent from most messaging, creating the false impression that the designs are readymade or “easy” to execute.

As such, the group agreed that attributing catalogue designs to an architect or firm not only clarifies that professional oversight is both important and necessary to address site specific needs and considerations but could also promote the value of good design and those responsible for it. It can be argued that it is in the public interest to make it explicit that all design included in the catalogues are subject to the municipal zoning and permit processes in the authority having jurisdiction, and that design catalogues will not necessarily alleviate the administrative hurdles associated with a construction project.

Key takeaways:

- The designs in every catalogue should be attributed to the designer responsible, with contact information so people can connect with them directly.
- The promotion of design catalogues as seamless solutions to house design risks devaluing the profession, often leaving out the need to adapt the design for site specific conditions or end-user requirements, which the profession is uniquely positioned to provide.
- Design catalogues can be successful tools to support housing development, especially outside of urban Ontario where Architects are less common and housing need remains high. When tailored to specific community needs, such as culturally appropriate housing for Indigenous and/or northern communities, design catalogues could even lead to innovative house design options.

Beyond just building design concepts or prototypes, what additional information may be important to include in the catalogues?

Summary: There was consensus amongst Roundtable attendees that while designs included in house design catalogues may be fine on paper, they fail to adequately address the complex issue of context. Several considerations that design catalogues cannot contemplate include:

- specific site particularities such as soil conditions, permeability, zoning requirements, proximity to adjacent structures, fire access (especially for laneway and garden suites) grading issues, parking requirements, among others;
- the impacts of a new building on the immediate neighbourhood; and,
- the specific needs of the client that the home is being built for.

It was generally agreed that design catalogues cannot offer a turnkey solution to the creation of housing. Nevertheless, attendees articulated a few ways that design catalogues may be useful, including:

1. As education for municipal plans examiners to speed up their reviews and move more applications more quickly through the approval process.
2. As prototypes to support the intensification of single-family lots.

Finally, the group explored whether catalogues effectively address the issues they claim to address, such as **affordability, expedited construction timelines and increased supply**. They agreed that design catalogues on their own are not likely to significantly advance housing affordability, construction schedule, nor supply. Moreover, with the current rate of legislative and policy change, they pointed out that getting from design to complete building is increasingly more complex and more costly due to uncertainty and unpredictability in the rapidly changing approval processes.

Key takeaways:

- Professional design is *not* slowing down housing supply and is *not* adding extraordinary cost to housing
- Design catalogues may have more efficacy if promoted as prototype schematic designs that *begin* a conversation to achieve specific goals, rather than suggesting they are complete design packages.

How can the OAA support "good design" in the development and implementation of these design catalogues?

Summary: Roundtable attendees agreed that while current design catalogues do not significantly advance the value of "good design", they may nevertheless draw attention to the role of OAA members in residential design. It was noted that local tastes and aesthetics may influence the uptake of predetermined catalogue designs, and that those seeking a more custom approach may be more inclined to hire an architect who can respond to their desired aesthetic.

With that, attendees posited that Architects should not "sit this one out". Rather, Architects can engage with design catalogues both by responding to requests for proposals and by leveraging design catalogues as visual aids when working on projects with clients, especially in the early stages of design. Moreover, they agreed that there may be a particularly relevant role for Architects in design catalogues that consider intensification in already built-up areas.

Key Takeaways:

- The public should be educated about the role of OAA members. The OAA may consider the development and implementation of a public education plan, part of which may include guidance on finding a practitioner who is suitable for a given job (the Law Society of Ontario offers this service to connect members of the public to lawyers).

Is there a connection between design catalogues and the advancement of housing affordability? Should there be a connection?

Summary: There was consensus amongst roundtable attendees that there really is not any connection between design catalogues and the advancement of housing affordability.

Key Takeaways:

- Design catalogues are not making an impact on who is building or on what is being built.
- Time will ultimately tell whether there is a connection between the implementation of design catalogues and the advancement of housing affordability.

How can the OAA foster continuous member and public engagement about design catalogues and related housing issues?

Summary: Member engagement is facilitated primarily through existing OAA channels such as volunteer work on Committees/Council and involvement with the Local Societies, alongside outreach through the OAA news bulletins, website, social media, etc. The group agreed that clarity in these communications is essential to member uptake and noted that more explanation is needed outlining how members can and cannot engage with design catalogues.

Regarding public engagement, roundtable attendees agreed that gathering feedback from **municipalities** could shape OAA response to ensure it supports the goals and objectives of those municipalities. The Local Societies may be ideally situated to participate in these dialogues.



Key takeaways:

- The OAA should further refine the Regulatory Bulletin on Design Catalogues to clarify how its members can engage with the development of design catalogues.
- Gauge Local Society interest in facilitating dialogue at the municipal level and offer appropriate supports

Next Steps

Further to the information gathered at the Roundtable, the OAA membership will be surveyed via an online survey during the summer months to gather additional insights and thoughts about design catalogues. Based on the feedback gathered at the Roundtable and by way of the survey, drafts recommendations about further actions that the OAA may consider taking will be presented to Council at their September meeting for consideration.



Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
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FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 7.1.a

From: Erik Missio, Communications Manager

Date: June 15, 2026

Subject: January–June 2026 Operational Plan Update: Communications

Objective: To update Council on activities undertaken in relation to the Operational Plan by the Communications service area during the first half of 2026.

This memo summarizes various activities from January to June 2026, sharing progress in the context of the strategic plan's operational priorities. As much of Communications' work involves supporting other service areas, there may be repetition or omissions.

Update on Regular Programs and Services

Website

The "OAA Website" encompasses *four* websites:

- a [large, publicly accessible site](#) with regulatory and general information, including listings and multiple sub-databases for practice information, documents, government correspondence, and other resources;
- a [password-accessible site for those with Association status](#) that adds promo codes for third-party events (like the International Architectural Roundtable) and access to the CSA Standards program and Mentor Directory; and
- an [iMIS-supported site](#) with Conference information and registration, annual renewal information, ConEd transcripts, experience-recording resources, assessment portals, webinar registration, and the OAA store.

There is also www.shiftchallenge.ca, which focuses on the biennial awards program.



Content is added or updated on all sites daily, with Communications focused on the public, member, and SHIFT sites, while providing links (or assisting with copyediting) for the iMIS one. For the main OAA Website, this includes addition of third-party ConEd [learning opportunities](#), [events of interest](#) to the profession or public, [news](#) in the media, or updates to documents in the [Practice Advisory Knowledge Base](#) or [Documents & Publications](#) database. This year, the bOAAg has been used to spotlight new [Members of Long Standing](#) and [finalists for the 2026 OAA Design Excellence Awards](#).

Time-sensitive items can be found on the site's homepage, directly below a large photo featuring one of this year's 20 new Design Excellence finalists. At the time of this writing, the focus was on the latest podcast, calls for the Summer Sketches program, and Conference highlights. The homepage also provides links to three "practice-related" stories—those are currently items related to the *Buy Ontario Act*, CSA Standards renewals, and amendments to Ontario's Building Code.

The website continues to experience an increase in use. For the first half of 2026, there were more than **137,500** users on the public site and more than **11,000** users logging on to the secure site—these numbers are higher than the second half of 2025. As an example, for the week of **May 11 to 18, 2026**, there were **9,072** users on the public site.

Based on website analytics from January 1 to May 31, 2026, the top five pages on the **publicly accessible site** are:

5. [Continuing Education Program](#);
4. [ConEd Opportunities](#)
3. [Conference](#)
2. [OAA Directory](#); and
1. [Employment Opportunities](#).

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

5. [CSA Standards Access Program](#);
4. [ConEd Opportunities](#)
3. [Intern Architect page](#); and
2. [Continuing Education](#)
1. [Employment Opportunities](#).

E-communications

Staff use **MailChimp** to send most e-communications, including the biweekly **OAA News**, the bimonthly **Practice Advisory**, and the quarterly **Intern News**. The third-party program connects directly to iMIS to reach more than 8,200 for the recurring e-newsletters. The OAA maintains an **average open rate of more than 50%**, which is still quite high within industry expectations. Previous open rates were reported even higher, but analytics have been refined to remove false opens posed by Apple and various bot programs, which inflated numbers industry wide.

Under Canada's Anti-Spam Legislation (CASL), individuals can opt to unsubscribe from such emails. As such, for **Regulatory Bulletins** (which, this year, have included information on professional responsibilities regarding design catalogues, information on



the end of the ConEd cycle, materials related to the AGM, updates on the pending iMIS migration, and notices about annual renewals) are sent via iMIS directly to ensure they reach the intended recipients. As part of the forthcoming iMIS upgrades, the OAA will enable members to review all regulatory e-communications in their iMIS portal to ensure members can see all critical emails sent by the OAA and avoid issues of messages being blocked or filtered.

From January to June 2026, there were 11 editions of **OAA News**, each with eight to 12 news stories and additional links to the website. In addition to these “big” stories, there are departments listing upcoming events and ConEd opportunities, as well as recent examples of architecture in the news. Emphasis is placed on events (including information on virtually attending Council’s open sessions), volunteer/consultation activities, and regulatory matters.

This year, three **Practice Advisories** e-bulletins were developed in collaboration with the Practice Advisory Services (PAS) team. Additionally, the fourth and fifth editions of the quarterly **Intern News** (targeting Student Associates, Student Technologists, Intern Technologists, and Intern Architects) were sent. To raise awareness about the OAA’s flagship event in the Waterloo Region, there were also eight biweekly **Conference Bulletins**, spotlighting events and speakers, offering registration information, and platforming sponsors.

Outside these regularly scheduled e-newsletters, standalone **OAA Special News** emails were used throughout the first half of 2025 to encourage members to renew or sign up for CSA standards, submit proposals for webinars, and participate in the OAA Design Excellence and Service Awards.

Social Media

The Communications team continues to use [Instagram](#) and [Facebook](#) to share most of the information found in its e-newsletters and website. Beyond spotlighting news and events of interest to the architecture profession, campaigns include the promotion of the Design Excellence and Service Award winners, new episodes of the podcast, and all elements of the Conference—consultants MCC provided content for ConEd session recaps. The OAA also engaged in a short ad campaign on Instagram and LinkedIn to successfully raise awareness about voting for this year’s People’s Choice Award.

[LinkedIn](#) is used for “big” stories, as well as the sharing of *Practice Advisories* and items related to Continuing Education opportunities. From January to June 2026, there were more than **151,116** impressions, along with an increase in reposts, shares, and comments. A ConEd-specific LinkedIn subpage was added to the platform late last year in support of further assisting members in fulfilling their requirements before the end of cycle.

[YouTube](#) video posts in the first five months or so of 2026 included several podcast episodes, the AGM in its entirety, the virtual keynote (for a limited time) and, on a biweekly to weekly basis, [recordings of the OAA Continuing Education Webinar Series](#)—21 in all, this year alone. For the first five months of 2026, OAA YouTube videos garnered **10,101 views**, which is **54%** higher than the second half of 2025.



The five most popular long-form videos over the past six months were:

5. [OAA Architecturally Speaking Podcast 2025: Building Wellness—How Hospital Design Impacts Health and Community](#)
4. [OAA Architecturally Speaking Podcast 2026: A Day in the Life of an Architect](#);
3. [OAA Conference Session 2021: Architects, Stop Worrying About Dew Point!](#);
2. [OAA Webinar 2025: How to Complete an OBC Part 3/Part 9 and Part 11 Matrix](#); and
1. [OAA Webinar 2026: Introduction to the OAA Continuing Education Program](#).

As shown below, overall social media audiences have been steadily growing over the last few months.



Followers: **9,408** (up 367 followers from December 2025)



Followers: **~2,800** (stable from December 2025)



Followers: **19,405** (up 714 from December 2025)



Subscribers: **1,363** (up 185 from December 2025)

Public Outreach

In the second half of 2025, the OAA supported numerous Local Architectural Society and third-party events by sponsoring programming via **Public Awareness Funding** and **Society Project Funding**, as detailed in previous memos from the Communications and Public Education Committee (CPEC). Most of these initiatives were aimed at public audiences, amplifying the OAA's fulfilment of the secondary objectives of the *Architects Act*, as outlined in the five-year Strategic Plan.

Communications staff also assisted the President in authoring an article on the OAA Directory for the Ontario Building Officials Association's *OBOA Journal* to connect with other industry partners; another piece is in the works for the next issue.



Communications sent press releases to media on certain items, including:

- ["Ottawa Architect Lara McKendrick Takes Helm as OAA President;"](#)
- ["Ontario Association of Architects Announces its 2026 Design Excellence Awards Finalists;"](#)
- ["Ontario Association of Architects Announces its 2026 Design Excellence and Service Awards Winners;"](#) and
- ["Architecture Conference in Waterloo Region Showcases Innovation and Design Excellence."](#)

OAA also reached out to the media regarding the OAA Conference and the groundbreaking event for the Landscape Design Project.

Over the year thus far, OAA stories have appeared in *Canadian Architect*, *Daily Commercial News*, *Orillia Matters*, *Ontario Construction Report*, *REMI Network*, *Renew Canada*, *Brock Citizen*, *the Highlander*, and other websites. Additionally, the OAA's site plan approvals study was cited in a Canadian Press story about green building standards that was picked up by multiple outlets.

Staff have also assisted with speech writing and brainstorming for the President and other members of Council for events such as convocations at various Ontario schools of architecture.

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 2026.

Regulatory Information for Internationally Educated or Licensed Individuals

There has been an ongoing overhaul of the website regarding international mobility, including the provision of more information on parallel processing plans and the alternative document policy. There have also been numerous updates to related pages dealing with [international and interprovincial mobility](#), including various Mutual Recognition Agreements (MRAs).

Communications and Office of the Registrar staff have also been closely collaborating on the development of a digital handbook for internationally experienced individuals looking to be licensed as Architects. The PDF, currently undergoing a second round of review, curates resources found on the OAA Website, bringing together information into one source. It was initially suggested by the Office of the Fairness Commissioner (OFC) as a useful tool.

To ensure internationally educated individuals looking to enter the Internship in Architecture Program (IAP) are not delayed by waiting on Canadian Architectural Certification Board (CACB) certification, the OAA Website will now begin listing

Provisional Intern Architects as of next month. This new status refers to eligible individuals who have applied for, but are still awaiting, certification of academic qualification, but otherwise meet all other eligibility requirements.

With scripting and casting now finished for a series of **OAA path-to licensure videos**, filming took place earlier this month. After their completion and publication (later this year), OAA staff will also explore the merits of tailored videos for those with international experience.

Improve Social Media

As noted, OAA audience has grown across all social media channels. (The on-hiatus X/Twitter account was deactivated earlier in the year.)

Communications staff are finalizing a **sourcebook of evergreen information** (*i.e.* non-time-sensitive information for the public about regulatory matters and general outreach) for review from other service areas. This will then be automatically scheduled as LinkedIn posts and Instagram stories throughout the year. It will include specific information for those considering the pursuit of a limited licence, as well as those who practise or were educated internationally.

Given the rise in popularity and content for the OAA's YouTube channel, staff have been working at finding more ways to share **clips of the videos**. Various ConEd sessions are being reviewed to lock down 30- to 120-second clips that would entice or entertain potential viewers. These will start being used as Instagram reels and embedded videos over the summer.

As mentioned, the OAA continues to work with a third-party producer to create a series of short path-to-licensure videos for socials. As part of their wider rollout later this year, thought will be given to further videos, possibly related to the OAA Technology Program or internationally educated/experienced individuals.

OAA Awards Programs

Communications staff successfully administered the 2026 OAA Design Excellence and Service Awards over the first five months of the year. This included:

- completing the call for entries (more than 100 submissions), working with finance to ensure payments and with the Office of the Registrar to ensure eligibility;
- organizing the Sustainability Technical Advisors' review of all Design Excellence projects in the context of climate action and review of total energy use intensity (TEUI) metrics;
- organizing the biennial Jury Day event, which included two separate sessions of reviewers and [jurors](#);
- working with IQ Media to produce the physical [OAA Awards](#) book;



- leading the creation of awards and plaques (as well as framing and delivery of certificates for those honoured at the AGM);
- coordinating with the Lieutenant Governor's team the surprise appearance and participation of **Her Honour Edith Dumont**; and
- helping with the production of the [Recognition Plenary](#) and [Celebration of Excellence](#) events at Conference (i.e. guest coordination, scriptwriting, securing a host, etc.).

Staff are now turning their energies to the biennial SHIFT Challenge, which takes place in 2027. They have worked with CPEC to identify a theme for Council's approval as well as considered outreach opportunities for next year, as there will not be a Conference. (See separate memos.) Staff are also reviewing the SHIFT eligibility criteria to ensure inclusion of limited licence holders and OTP participants.

Improving the OAA Website

Staff meet regularly to improve user experience and navigation issues, incorporating feedback from committees, other staff, and users of the site. Changes have included sunsetting old events that have cluttered the website, as well as numerous updates, refreshing of language, and chunking of information via shorter paragraphs or use of accordions. Regarding the issue of "clutter"—staff are now updating ongoing news stories by revising and adding information, rather than simply posting new pieces (e.g. [this piece](#) on the *Construction Act*). Similarly, the Documents and Publication and Practice Advisory Knowledge Base databases are being streamlined and cleaned up.

Staff are exploring the groundwork for a future third-party audit of the existing website to ensure user experience, navigation, organization, and accessibility meet current best practices. More information will be shared in that regard later this year.

The OAA team also regularly meets with the web consultant, **Enginess**, for important web development work. So far, there have been notable changes to the OAA Directory, including the addition of individual and practice statuses (i.e. Revoked, Suspended, Cancelled, Suspended–Administrative) to better serve the public interest.

The directory also now includes a [proximity/radius search](#), enabling members of the public (whether potential clients of municipal building officials) to find practices near to their location. Staff are also liaising with Enginess and other parties regarding the impending data migration for the iMIS database. A communications plan is in place to share information regarding this downtime and its effect on OAA services with both the membership and the wider public.

Additional Episodes of OAA Podcast

During the second part of the year, the OAA shared another three episodes of the public-facing [Architecturally Speaking](#) series, which is available on YouTube or wherever you get your podcasts. (Most of the audience comes from Apple Podcasts and Spotify, with **1,450 downloads** this year.)

The new three episodes are:

- “[A Day in the Life of an Architect](#)” (with Architects **Michael Attard** and **Doron Meinhard**);
- “[Building Better Together: The Client as Collaborator](#)” (with Architect **Mitchell Hall**); and
- “[Designing for Community: The Toronto Indigenous Hub](#)” (with Architects **Matthew Hickey** and **Les Klein**).

Three more are planned for the second half of this year, as staff work with producer **Peter Reynolds** and host **Ryan Schwartz**. Word of mouth continues to spread, with the OAA frequently contacted by Architects and their teams asking how they can be guests.

OAA Headquarters

Earlier in the year, staff updated and augmented existing website info on the OAA Headquarters and the Landscape Design competition. Working with the Operations team and the Building Committee, Communications staff continue to look for new stories to share regarding the building’s performance.

To provide an opportunity for OAA members to earn Climate Action Structured Learning hours, the OAA also held two Renew+Refresh building tours, led by Architect **David Fujiwara**. These comprised on-site technical tours of the building and its systems, as well as a presentation. The ConEd opportunities were very well-received by attendees.

Staff have also worked with the Building Committee to prepare a groundbreaking event and developed a communications plan for the landscape design project as it now gathers momentum into summer and fall. As the team refines its use of videos on social media, the 2025 headquarters series will also be re-shared.

Work with Local Societies

Communications staff continue to connect with the Local Architectural Society chairs and Council Liaisons regarding the collaborative relationship between the Association and its regional chapters. This includes regular virtual meetings (and digital resources support via the Association’s Sharepoint platform) as well as the annual in-person meeting during Conference.

In conversation with Society chairs, staff have begun to explore exclusive Structured Learning ConEd opportunities for Society Executive committee members as incentives for volunteer attraction and retention.

Early discussions have also begun regarding the role Societies can play in 2027 programming in lieu of Conference. This includes fulfilling some of the social and networking gaps, as well as aspects related to next year’s SHIFT Challenge. Further details are articulated in related memos in the agenda package.

An updated Society Handbook, as well as annual reports, have been posted on the [OAA Website](#). Society-driven events, ConEd opportunities, and news continue to be shared through the Association's social media channels, website, and newsletter while staff explore the addition of a dedicated section in *OAA News*.

Staff have administered the first round for the Society Project Funding (SPF) program, including both 'special' and 'recurring' asks, while prepping for the second, fall deadline. Staff also continue to provide high-level assistance with the Societies' implementation of the new financial policy.

Visual Identity and Internal Style Guide

Earlier this year, the OAA finalized its copyright-securing processes for the 2020 logo and wordmark—an expectantly long path without any real obstacles or hurdles.

Staff continue to update style guidelines with revised visual identity info, reflecting the addition of secondary colours and graphic elements. New standardized terminologies continue to be codified based on government changes and pending *Architects Act* modernization—examples include the capitalization of Architect and Licensed Technologist, the lower-casing of certificates of practice (CoP), and the formalization of French phrasing found in the Act.

Staff were responsible for the production of the 2026 Annual Report, which made use of much of these style signifiers and visual identifiers.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Maxine Blais	Jim Butticci
Kimberly Fawcett-Smith	Natasha Krickhan
Jenny Lafrance	Michelle Longlade
Elaine Mintz	Angela Panacci
Clayton Payer	Anna Richter
Nicola Russo	Kristiana Schuhmann
Susan Spiegel	Settimo Vilardi
Edward (Ted) Watson	Thomas Yeung

FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 7.1.b

From: Claire Hepburn, Deputy Registrar

Date: June 11, 2026

Subject: Semi-annual Update – Continuing Education Service Area

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

End of Cycle

The end of the OAA's two-year ConEd cycle is June 30, 2026. As of the date of this memo, just under two thirds of OAA members have completed their reporting obligations. Targeted weekly messages are being sent to remind members who have not completed their reporting requirements.

This year marked the first cycle in which transcript audits were introduced as part of the OAA's revised ConEd policy. A number of members were selected for audit, and those audits have been conducted successfully. Under the policy, transcript audits may continue for up to six months following the end of the reporting cycle, and the process has proceeded smoothly overall. As we move into the post-cycle period, we are also preparing for administrative suspensions, which may be applied 90 days or more after the end of the cycle for members who have not met the applicable continuing education requirements.

OAA Webinar Series

A total of 25 webinars were scheduled between January and June 2026. Three webinars were offered free to OAA members and interns, while two were offered at 10% off in honour of Earth Day. The three free webinars all received upward of 500 registrants, while the average number of registrants for the remaining paid webinars was 143. Higher registration numbers were recorded in the month of June, coinciding with the end of the 2024-2026 Continuing Education cycle.



Seventy six percent of webinars scheduled between January and June (19 webinars) were Climate Action offerings. This scheduling was done purposefully to provide members with ample opportunities to complete their mandatory two hours of Climate Action structured learning before the end of cycle.

Four webinars were offered as part of a risk management series. Topics included: *Changes to Ontario's Construction Act, the OAA Complaint's Process and Professional Misconduct, Architectural Fees, and Risk Management Tools for Megaprojects.*

The revenue generated from the webinar series up until June 15, 2026, is \$123,989. One final webinar is scheduled on June 18, 2026, after which point the total revenue generated between January and June 2026 can be calculated.

Here is a list of the OAA webinars offered to members between January and June 2026:

1. January 22, 2026 - [Changes to Ontario's Construction Act - Risks, Opportunities, and Responsibilities](#) [Risk Management]
2. January 29, 2026 - [Introduction to the OAA Continuing Education Program](#) [Free for Members]
3. February 5, 2026 - [Mass Timber Mania \(at MJMA\)](#) [Climate Action Education]
4. February 12, 2026 - [TEUI 4, the next-generation Canadian Building Energy, Carbon and Economics modelling framework](#) [Climate Action Education]
5. February 18, 2026 - [Advancing Civic Infrastructure: Mississauga Fire Station 123](#) [Climate Action Education]
6. March 25, 2026 - [Innovation in Repeatable Low-rise Housing](#) [Climate Action Education]
7. March 26, 2026 - [Understanding the OAA Complaints Process and Professional Misconduct](#) [Free for Members]
8. April 1, 2026 - [Single Exit Stair Building Design: Alternative Solutions and Code Development](#) [Climate Action Education]
9. April 2, 2026 - [Continuous Insulation \(CI\) Compared Within Six Steel Stud Framed Wall Assemblies](#)
10. April 8, 2026 - [Place des Montréalaises: Designing Commemoration, Community, and Urban Inclusivity](#) [Climate Action Education] [Free for Members]
11. April 9, 2026 - [A Thermal Bridge Too Far](#) [Climate Action Education]
12. April 15, 2026 - [Lifting Barriers: Vertical Transportation and Inclusive Access](#)
13. April 16, 2026 - [Viewing Architectural Fees through the Lenses of Scope, Value, and Risks](#)

14. April 22, 2026 - [Building Collaborative Relationships: A Case Study in CLT](#) [Climate Action Education] [10% Off for OAA Members!]
15. April 23, 2026 - [Collaboration for Circular Construction and Reuse](#) [Climate Action Education] [10% Off for OAA Members!]
16. April 30, 2026 - [Trust: The Best Risk Management Tool for Megaprojects](#) [Risk Management]
17. May 6, 2026 - [Collaborative Action to Address the Climate Crisis through Design](#) [Climate Action Education]
18. May 7, 2026 - [Low-cost is Low-Carbon: Practical Design, Materials, and Policy Handbook](#) [Climate Action Education]
19. May 21, 2026 - [AI as Design Collaborator: Beyond ChatGPT for Architecture](#)
20. May 27, 2026 - [The Good, The Bad, The Ugly: How AI-enabled Teams are Disrupting Collaboration Patterns](#)
21. June 3, 2026 - [A Birds-Eye View: Planning and Designing Bird-Friendly Buildings](#) [Climate Action Education]
22. June 4, 2026 - [How to Design for Special Events under the Ontario Building Code](#) [Climate Action Education]
23. June 10, 2026 - [Toronto's Lost Bricks: Improving Deconstruction & Reuse](#) [Climate Action Education]
24. June 11, 2026 - [Eco Missing Middle: Streetscape, Community, High Performance](#) [Climate Action Education]
25. June 18, 2026 - [Innovation in Action at Fanshawe College](#) [Climate Action Education]

Webinar Presenter Research & Selection

The 2026 webinar presenters were selected via the 2025 Conference and Webinar Call for Presenters, as well as via Council and staff recommendations, and research by the ConEd Team.

This research process included case studies, projects, opinion pieces and award-winning architecture from architectural publications, media outlets, and government resources.

Case studies were identified based on their capacity to fulfill one or more of the categories within the Continuing Education Competency Framework. The Competency Framework outlines professional, ethical, and substantive tools and resources required to maintain and develop members' competence and ethical practice, as it relates to the business or practice of architecture. These include professional and technical knowledge and skills; leadership and client management skills; risk management; administrative,

legal, and regulatory knowledge; professional and ethical conduct; equity and social justice issues; OBC and NBCC; heritage and restoration; and climate action and sustainability.

When possible, efforts were made to bring in new or alternative perspectives on these subjects by soliciting speakers from beyond the practice of architecture, including engineers, landscape architects, lawyers, accountants, academics, and consultants.

Webinar Survey Feedback

Feedback is collected via surveys sent out to all attendees following each conference and webinar session. Survey results are regularly reviewed by the ConEd team and are sent to presenters for their reference as well.

Beginning April 30, 2026, a new question was added to the webinar survey which asked attendees to list any future webinar topics they wished to see addressed in 2027. So far, this question has yielded 54 responses, with particular interest expressed in topics relating to the OBC, AI and other new and innovative technologies, construction, and climate action. These suggestions will be used to plan upcoming webinar sessions.

Webinar Engagement & Poll Questions

While in 2025, webinar presenters were encouraged to include Zoom polls throughout their webinar, beginning in January 2026, the inclusion of polls has been added to the *Description of Services* in each presenter's Speaker Agreement.

Polls continue to see a strong degree of audience engagement, with an average of 75-80% participation for each poll.

ConEd Team Webinar

On January 29th, 2026, the ConEd Team offered a free, 2-hour webinar for members titled "Introduction to the OAA Continuing Education Program." It was decided to extend the webinar to 2 hours, rather than the standard 1.5, in anticipation of a higher volume of questions. The webinar received 554 registrations in total.

The Learning Objectives for this webinar were to help members to: (1) Recognize the value of continuing education, (2) Understand key policy updates, and (3) Accurately log and track ConEd hours.

Topics included: An overview and the benefits of ConEd, the principles of adult learning, the OAA webinar series and other ConEd opportunities, the legislative framework, continuing education requirements, the transition to an auditing model, the implementation of administrative suspensions for non-compliance, ConEd equivalency, and how to update transcripts along with other transcript FAQs.

Overall, survey results noted that the session was "well organized" and "beneficial," particularly for "refresh[ing] our understanding" and providing a "good overview & facts about the Con-ed [program]."



Following the webinar, the slides were shared with attendees, and the recording was posted on the ConEd Program FAQ page on the OAA website, for members' future reference.

Spring 2026 Webinar Call for Presenters (CFP)

The Spring 2026 Webinar CFP was launched on February 9, 2026, and closed on March 16, 2026. A total of 36 proposals were received and reviewed by the Continuing Education Advisory Committee and ConEd Team. Selected webinar presenters were contacted on June 12, 2026.

Summer and Fall/Winter 2026 Plans

Due to the planned iMIS upgrades, webinars have not been scheduled between July 10 and August 10, 2026. The webinar series will resume on August 12, with 1-2 webinars scheduled per week that month.

Scheduling for the Fall/Winter 2026 sessions will begin in mid-June 2026.

Online Course “Fundamentals of Running an Architectural Practice” (FRAP)

After careful review of the enrollment trends with FRAP, the OAA has decided move away from the current 30-hour, 12-module program format previously delivered through the University of Toronto School of Continuing Studies. To better serve the profession and ensure long-term sustainability, the OAA will instead develop and offer the content in-house beginning in 2027 and move to a new model which allows for individualized selection, offering participants greater flexibility to select modules based on their learning needs and professional interests. This approach is expected to improve accessibility, reduce costs, and provide a more practical and responsive educational offering for practitioners.

As the profession continues to evolve, access to education in practice management remains critical to supporting competency development and protecting the public interest. By transitioning to a flexible modular format, FRAP can deliver targeted learning opportunities that align with competency framework requirements while making high-quality professional education more accessible, responsive, and sustainable for practitioners at different stages of their careers.

OAA Admission Course

The OAA Admission Course is a mandatory requirement for licensure for all Intern Architects in the IAP. The course is delivered with administrative support from the University of Toronto School of Continuing Studies (SCS), while the OAA retains ownership and oversight of the curriculum and course content.

The online course is offered three times a year.

For this reporting period, it was offered twice, the Winter Semester, (from January 18 – March 21) and the Spring Semester, (from April 19 – June 20) with a total of 157 enrolled.

This summer, the annual course content will be reviewed and updated.

The modules of the Admission Course are offered to members through the OAA's Self-Study Series, specifically designed as a review and refresh opportunity of foundational practice material. For this period, 49 learners enrolled in self-study modules.

The OAA successfully renegotiated its agreement with SCS on an interim basis, extending the current arrangement through 2027 while longer-term discussions continue. As part of the revised agreement, the OAA's revenue-sharing percentage has increased from 10 per cent to 23 per cent, representing a significant improvement in the financial return generated through the partnership. The interim agreement also includes an opportunity to revisit and review the revenue-sharing arrangement as discussions progress, providing flexibility to further strengthen the relationship and ensure it continues to align with the OAA's strategic and financial objectives.

OAA Conference 2026 in Waterloo

The OAA's 2026 Conference, *Collaboration Powering Innovation*, took place throughout the Waterloo Region from May 13 to 15. The event brought together more than 700 participants, 28 in-class sessions and 17 Experiential Learning opportunities.

Conference Sessions

1. (Opening Plenary) Academic Buildings as Catalysts for Innovation
2. Build Now: Waterloo Region- 2025 University East
3. Resilient, Low-Carbon Homes: Regional Sourcing and Whole Life Carbon Strategies
4. AI Collaboration: Rethinking Design and Innovation
5. Embedding Nokia's new R&D campus into Ottawa's Innovation ecosystem
6. Lessons from Advancing Prefabrication and Affordable Sustainable Housing
7. Economy of Means
8. Warmer, Wetter and Windier Future Proofing your Building Enclosure for a changing climate
9. Living Architecture: Concepts, Design, and Fabrication

10. The Succession Playbook: Leadership, Investment, and Firm Value
11. Adaptive Reuse: From Office to Homes: The Loft (Calgary)
12. Woven Together: The Chief Leonard Building
13. 55 Franklin- Innovative, Low-Carbon Strategies for Affordable Housing
14. From Constraints to Community: Designing Harvest Village
15. An Interactive Workshop on Completing an OBC Part 3/Part 9 OAA Matrix
16. The Urgency of Bird-Safe Building Design
17. Beyond Compliance: How Inclusion is Shaping the Royal George
18. Design Decisions on Trial: Lessons from Real Claims
19. Eli's Place: Canada's first therapeutic healing farm
20. Resilience and Net Zero Carbon: Library and Archives Canada Gatineau 2
21. Plenary: Waterloo Regional Health Network Collaboration Reconciliation and Indigenous Values
22. North America's First Unencapsulated Mass-Timber Hospital
23. From Renewal to Resilience: Decarbonizing Existing Buildings
24. Rooted in Place: Architecture, Landscape, Ecology
25. Designing for the Complete Student: Co-Creating Campuses
26. Regenerative Placemaking: Rouge Visitor Centre, a Case Study
27. An Interactive Workshop on Completing an OBC Part 11 OAA Matrix
28. Closing Plenary: Revitalizing Heritage through Adaptive Reuse in Waterloo Region

Experiential Learning

1. Six Nations of the Grand River Cultural Experience
2. Big Room, Big Results: IPD Collaboration in Action

3. Honeybees- The Original Innovators: An Interactive Case Study of the U of G Honeybee Research Centre
4. Brampton Brick Cambridge Facility Case Study
5. Unlocking the missing middle: collaborative solutions to the housing crisis
6. Collaboration and Innovation at Lazaridis Hall
7. Solar Carports in the Wild
8. 55 Franklin Innovative, Low-Carbon Strategies for Affordable Housing
9. The Lines We Draw Sketching
10. The Old Post Office – Adaptive Reuse & Heritage Windows
11. The Lines We Draw Sketching
12. Unlocking the missing middle: collaborative solutions to the housing crisis
13. 55 Franklin Innovative, Low-Carbon Strategies for Affordable Housing
14. Gaslight District Tour
15. Solar Carports in the Wild
16. Inside Math 4: A Tour of Sustainable Innovation
17. Knossos Affordable Housing Development Case Study & Site Visit

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Maxine Blais	Jim Butticci
Kimberly Fawcett-Smith	Natasha Krickhan
Jenny Lafrance	Michelle Longlade
Elaine Mintz	Angela Panacci
Clayton Payer	Anna Richter
Nicola Russo	Kristiana Schuhmann
Susan Spiegel	Settimo Vilardi
Edward (Ted) Watson	Thomas Yeung

FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 7.1.c

From: Melanie Walsh, Manager, Finance

Date: June 11, 2026

Subject: Semi-annual 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 first of two semi-annual updates on activities undertaken in 2026 in the OAA's Finance service area, including progress in relation to the priorities discussed with Council at the January 2026 planning session.

Update on Program(s)/Services ***Annual Budget Development***

- The OAA 2027 Budget process has begun. 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.

OAA Database and Finance upgrades

- The OAA Finance team continues to embrace and adapt to the new Microsoft Dynamics 365 Business Central platform. Through active engagement and a strong commitment to learning, the team is steadily building proficiency in the



system while leveraging its capabilities to streamline workflows and enhance financial processes.

- As part of the Microsoft Dynamics 365 Business Central implementation, the Finance team has developed a new presentation format for the OAA's financial statements, which was introduced at the May Council meeting. The updated format provides a more modern and user-friendly presentation, improving the clarity and overall readability of the financial reporting.

Annual fee renewals:

- As at May 30, 2026, 97.5% of individual dues and 100.2% of Certificate of Practice Fees were collected.
- This represents 82.6% of our annual budgeted revenue.

Update on Progress towards special operational activities or projects
OAA Investment Policies and Mortgage Renewal

- Senior staff worked closely with the SVP & Treasurer and the Finance and Audit Committee to engage an external investment manager. Following Council approval at its May meeting, RBC PH&N was appointed as the OAA's External Investment Manager. Senior staff and the Finance and Audit Committee subsequently commenced discussions with RBC PH&N regarding amendments to the OAA's Investment Policy to ensure alignment between the Association's risk tolerance, investment objectives, and proposed investment strategies. Council will review a redlined draft of the updated Investment Policy at its June meeting.
- Senior staff, in collaboration with the Finance and Audit Committee, reviewed available options for the mortgage renewal scheduled for July 2, 2026. Earlier this year, Council approved the Committee's recommendation to make a \$1 million mortgage paydown. During the second quarter, further analysis and discussions were undertaken regarding term length, interest rate structure, and annual prepayment options. Council will review the final mortgage renewal recommendation at its upcoming meeting.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Maxine Blais	Jim Butticci
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Susan Speigel	Settimo Vilardi
Edward (Ted) Watson	Thomas Yeung

FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 7.1.d

From: Kathy Armbrust, Chief Operating Officer

Date: June 10, 2026

Subject: Semi-Annual Update from Operations and Human Resources

Objective: To provide Council with an update regarding activities under Human Resources, Operations and Administration for Jan 1 – June 25, 2026.

The following activities occurred in the first half of 2026 under Human Resources, Operations, and Administration.

Landscape Project

Since January, the Operations Team has been very active coordinating and supporting logistics, permit applications, and communications with the Landscape Team. This includes the OAA President, the Executive Director, the Building Committee, Client Advisor Joe Lobko, Ja Architects and Sommerville. As the project is moving towards the construction phase, an ongoing maintenance plan is being developed. It is critical that the Operations Team has an appropriate understanding of the maintenance needs for the new landscape. A Groundbreaking Ceremony has been organized for June 25, 2026, with the assistance of the Operations Team. With the appropriate permits now in place, construction is anticipated to start this summer. The Operations Team will also be working with Sommerville in regard to the construction schedule to coordinate access throughout the project.

OAA Risk Registry

The Chief Operating Officer continues to work with the Executive Director and Registrar on monitoring and updating the OAA's Risk Registry. The registry itself was reviewed with

the Governance Committee at its spring meeting. The Risk Register identifies risks that the OAA, like all organizations, faces, as well as policies and procedures that have been put in place to manage and mitigate these risks. The Executive Director will be sharing an updated format with the Committee in the summer, and it is anticipated that it will be shared with Council in the Fall.

Work Force Planning & Recruitment

In the first half of the year, the OAA has hired a Practice Advisor and an Architectural Graduate, Research + Outreach.

OAA Society Governance

Human Resources staff have been working with OAA management and individual societies to ensure policies, procedures and best practices are in place to address risks inherent in the operation of local societies.

Facility Assessment

It has been approximately five years since [OAA HQ's Renew and Refresh Project](#) was completed. With the agreement of the Building Committee, a Facility Assessment began last summer with WSP in partnership with Architect David Fujiwara, Siemens, Plan Group, and OAA Staff. The Assessment has led to several recommendations for refining certain aspects of the mechanical system, such as improving airflow by enhancing some pipes in the fan coil units and improving indoor air temperature control by updating programming in the Building Automation System. These recommendations have been implemented. The Facility Assessment will be ongoing to ensure optimal performance of the building.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

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FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 7.1.e

From: Abhishek Chaudhary, Information Technology Manager

Date: June 15, 2026

Subject: Information Technology service area – Half-year update.

Objective: To update Council on key technology initiatives, projects, and operational activities undertaken by the IT Service Area in support of the 2026 Operational Plan.

This memo summarizes IT Service Area activities from January to June 2026, highlighting progress against the organization's strategic and operational priorities.

Update on Regular Programs and Services

Cybersecurity Awareness Training

To further strengthen the organization's cybersecurity posture, the OAA has partnered with KnowBe4 to deliver a comprehensive cybersecurity awareness training program for all staff. The platform provides engaging, interactive, and immersive learning experiences designed to help employees recognize and respond to evolving cyber threats.

Beginning next month, all staff will participate in short monthly training modules requiring approximately 10–15 minutes to complete. Training topics will include phishing and spam awareness, password security, personal identity protection, safe online practices, social engineering, and emerging risks associated with artificial intelligence. By establishing ongoing cybersecurity education as part of normal business operations, the OAA continues to reinforce a culture of security awareness and shared responsibility across the organization.



Security Audit

As part of the organization's ongoing commitment to cybersecurity and risk management, the Information Technology department is evaluating various options for conducting a security audit of the organization's technology environment. The objective is to assess the effectiveness of existing cybersecurity controls, identify potential areas for improvement, and ensure alignment with industry best practices.

Several audit approaches and service providers are currently being reviewed to determine the most appropriate scope and level of assessment for the organization's needs. This work will help inform future cybersecurity initiatives and support the continued protection of organizational systems, data, and services.

iMIS

The Enterprise Management System (EMS) upgrade project continues to progress successfully and is now entering its final stages. Significant work has been completed to modernize the platform, enhance system functionality, and improve the overall user experience for both staff and members.

With the planned launch scheduled for July, project activities are currently focused on final testing, validation, and deployment readiness.

Given the scope and impact of this upgrade, a detailed communication plan has been developed to ensure members remain informed throughout the implementation process and are aware of any changes that may affect their experience.

Information Technology Policies

During the reporting period, a comprehensive review of all Information Technology policies has been initiated to ensure they remain current, relevant, and aligned with today's technology landscape. The review is considering evolving cybersecurity threats, cloud-based services, remote work practices, data management requirements, and emerging technologies.

This ongoing work is intended to strengthen the organization's policy framework by ensuring it continues to provide clear guidance, support effective governance, manage risk appropriately, and enable the secure and reliable operation of technology systems across the organization.

Vendor Management

Vendor management remains an active area of review to ensure the organization receives appropriate value, service quality, and pricing from technology service providers.



At present, there are limited long-term contracts in place, with Canon print services being the primary ongoing commitment.

During the reporting period, several vendor relationships were assessed as part of an ongoing effort to optimize cost and service effectiveness. This included a review of internet services, audiovisual support, and mailing equipment providers, with comparisons made against alternative market options. Some transitions have been initiated where appropriate, while other services remain under continued evaluation based on cost, reliability, and operational fit.

This work remains ongoing, with continued focus on ensuring that all technology vendors align with organizational needs and deliver sustainable value.

Details and options for the vendor management plan will be presented to the Finance and Audit Committee to support transparency and effective governance.

Information Technology Training and Professional Development

The Information Technology team remains committed to continuous learning and professional development. Throughout the year, the team will participate in a variety of training opportunities designed to enhance technical expertise, strengthen operational capabilities, and support emerging organizational needs.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

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FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 7.1.f

From: Sara Trotta, Manager, Policy and Government Relations

Date: June 16, 2026

Subject: Mid Year Operational Work Plan Update – Policy and Government Relations

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

This memo is the first of two semi-annual updates on 2026 in the OAA's Policy and Government Relations (PGR) service area, including progress in relation to the priorities laid out in the 2026 PGR Operational Work Plan (see attached). This memo does not include items that are under the mandate of the Policy Advisory Coordination Team (PACT).

The PGR staff team consists of the Manager of Policy and Government Relations, Sara Trotta, and the Policy Analyst, Elizabeth Walsh.

The first half of 2026 has been unusual as a result of government's extended winter break away from the legislature. During that down time, PGR had the opportunity to work at fostering relationships with key ministries and advance work on legacy policy files (more on this below). Moreover, upon government's return to the House at the end of March they quickly introduced the most recent suite of legislative changes that impact planning and development in Ontario.

- **Legislative and Media Monitoring:** The PGR staff team continues their legislative and media monitoring using Google alerts to track ongoing and emerging issues.



While ongoing monitoring is active for issues including opportunities to advance longstanding OAA positions, such as reforming Schedule G under the *Condominium Act* and advancing mandatory professional coordination via amendments to the *Building Code Act*. PGR staff also continue to monitor new and emerging topics, such as design catalogues, domestic labour mobility, and green building standards.

Also notably, PGR staff have been monitoring for earned media that the OAA has secured as a result of various public education and policy initiatives such as:

- OAA Commissioned Altus Research on Site Plan Approval which was leveraged by government as rationale for the introduction of *Bill 98, Building Homes and Improving Transportation Infrastructure Act, 2026*. The research was quoted in:
 - Government's [news release](#) about the introduction of the Bill (OAA President Lara McKendrick is also quoted in the release);
 - Hon. Rob Flack's, Minister of Municipal Affairs and Housing, remarks about Bill 98 in the House; and,
 - In the [technical briefing presentation](#) that government provided to the public.
- A [Canadian Press article on Bill 98](#) that quotes OAA President Lara McKendrick and that points out that, "Municipal site plan-related delays are costing Ontario's economy \$3.5 billion per year, according to another recent study. But the Ontario Association of Architects, the group that commissioned the study, says green standards are not what's fuelling that delay."

This article was picked up by [CP24](#), [CTV News](#), and the [Toronto Star](#) reaching an estimated 18 million readers.

As part of the work related to legislative monitoring, PGR staff continue to steward relationships with colleagues in Minister Flack's office and recently had the opportunity to meet with them to discuss Bill 98 and to advance talks about the Minister's interest in Professional Coordination.

A legacy policy file, work on Professional Coordination seeks to urge government to introduce changes to the *Building Code Act* to include the definition of a "prime consultant" and the Ontario Building Code (OBC) to authorize Chief Building Officials to require the designation of a prime consultant for complex design & construction projects. PGR staff will continue to advance this issue for the remainder of 2026.

- **2026 Queen's Park Picks:** Work is underway to implement the 2026 Queen's Park Picks program. At the time of writing this report, PGR has received 41 building nominations from 28 MPPs covering all political stripes and nine local architectural societies (GVSA, HBSA, LSA, NDSA, NOSA, NSA, ORSA, SLVSA,

TSA). Nominations for the 2026 QP Picks are now closed, but a few additions may trickle in.

Selection of this year's Picks will take place during the PACT meeting on June 24 at the OAA building.

The 2026 QPP event is scheduled to take place on November 3 at 5:30 pm at the Main Legislative Building at Queen's Park in Toronto. Councillors who are interested in attending should reach out to Elizabeth Walsh at elizabethw@oaa.on.ca.

- **Policy Support to the Office of the Registrar and Executive Director:** In addition to the regular legislative monitoring that the PGR staff team does, we have 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 other regulatory matters.

Recently, we compiled information and research about how a bill becomes a law in Ontario and how regulations are introduced and passed to support the work that Council is embarking on related to *Architects Act* modernization.

- **Policy Support to Practice Advisory Services:** The PGR staff team continues to work collaboratively with Practice Advisory Services (PAS) on projects that straddle the PAS and PGR service areas.

Over the last six months, PGR has supported one Building Code consultation:

- The consultation on the CBHCC Public Review – Spring 2026. This submission will be posted on the [OAA's GR Portal](#) on June 22, 2026.

PGR has also had the opportunity to lead one Building Code consultation:

- The Ontario Building Code consultation supporting the development of four-storey non-stacked town houses. To read the submission, [click here](#).

The PGR staff team is also working closely with PAS to curate materials related to new or recent policies that may impact practices in Ontario, including:

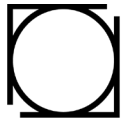
- The implementation of the new *Construction Act* and associated regulations; and,
 - The implementation of the *Buy Ontario Act* and associated regulations, especially the recent Buy Ontario Procurement Directive. To retrieve a collection of relevant information related to this, [click here](#).
- **Briefing Notes and Backgrounders:** The PGR staff team continues to develop briefing notes and backgrounders for new and ongoing issues and positions that the OAA is advancing.

Action

None. For information only.

Attachments

2026 PGR Operational Work Plan



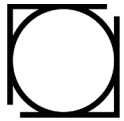
Operational Work plan Worksheet

Annual Operational Work Plan for 2026

Service Area: Policy & Government Relations

Team Lead: Sara Trotta

Activity/Initiative	2026 Action required	To be completed by (date):
Legislative and Media Monitoring	- 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 - Key issues for 2026 include: <i>Employment Standards Act</i> - Professional Coordination - Design innovations such as modular and prefab construction, and design catalogues	Ongoing
2026 Queen's Park Picks	- Link 2026 MPP ask to Conference theme: INNOVATION - Leverage QPP event, including pre- and post-event engagement with MPPs to steward OAA relationships with government - Work with Communications Department to build on earned media momentum in 2025 to continue to gain attention about the QP event in 2026 - Host in-person QPP event	- Ongoing - Ongoing - Ongoing - TBC 2026-10-XX
Support Office of the Registrar	- Provide policy and government relations support to OOTR as it pertains to: <i>Architects Act</i> modernization - Compliance with FARPACTA and engagement with the Office of the Fairness Commissioner	Ongoing



Support Practice Advisory Services	• Provide policy and government relations support to PAS as it pertains to Building Code consultations and/or harmonization • Provide policy and government relations support to PAS as it pertains to the implementation of the new <i>Construction Act</i>, and associated OAA document maintenance	• Ongoing
Briefing notes and backgrounders	• Develop briefing notes/backgrounders for new and ongoing issues and/or positions that the Association is advancing • Update existing briefing notes/backgrounders to ensure that they are current	• Ongoing • Ongoing

Memorandum

To: Council

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FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 7.1.g

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

Date: June 17, 2026

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, 2026 to May 31, 2026)

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 2026, as noted at the January planning session.

Updates - Main Program and Services supporting Member Competency

Practice Hotline – January 1 to May 31, 2026

The Practice Hotline is an important service for the members and also assists staff in mapping industry trends, feeding into the creation of resources for members, and in bringing forward topics to the Continuing Education team. PAS received approximately ~700 calls/emails/meetings between January 1, 2026 and May 31, 2026. (Note: This may include multiple calls/emails about the same topic).

Calls are primarily from licensed members (~83% +), most of the remaining are clients (~6%), Building Officials (~3%), Interns (~2%) and "Other" category (~6%).

Emails are primarily from licensed members (~75% +), the remaining identified sources are clients (~6%), building officials (~3%), Interns (~2%) and under the "Other" category (~12%) which includes emails re-directed to other service areas at the OAA.



Further observations for the first 5 months of 2026:

- The top 2 topics of concern related to Act and Regulations (about ~25% of the calls and emails) and General Practice (about ~12% of the calls and emails). Questions related to construction contract administration also tracked high (about ~11%).
- PAS continues to monitor questions about AI and other emerging topics.

Practice Advisory Newsletter (Bi-monthly) - January, March and May 2026 Issues

Each [newsletter](#) was emailed, on average, to ~8000 individuals (which includes architects, licensed technologists, interns, and students) and the open rate for the first 3 editions of the year approximates to 45%. It should be noted that PAS was recently made aware of a data recalibration impacting the open rates; analytics have been refined to remove false opens which inflated numbers.

RFP & Supplementary Conditions Review, Consultations and Education

Since January 1, 2026, a total of 13 requests came in:

- 9 RFPs, where brought forward by members at large for review.
 - Although no RFP Alerts were issued at this time, PAS issued correspondence to some of the client groups, according to whether there were regulatory issued that the OAA would appropriately respond to.
 - The email correspondences flagged items such as length of supplementary conditions to standard form of contracts and the availability of OAA resources to clarify the role and responsibilities of the profession.
- 4 client groups (or their representative) reached to discuss/consult on upcoming RFPs/Supplementary Conditions or to ask general questions about RFPs involving OAA members.
- The majority of the consultation or reviews of RFPs were related to “Municipalities Governments & Agencies”.

Client Education/Public Outreach Efforts:

- To complement RFP Reviews, PAS has been proactive in educating client groups on recurring themes and issues identified through RFPs, Supplementary Conditions, and inquiries received via the Practice Hotline.
- When requested, PAS offers webinars on OAA Contract Suite 2021 or on RFPs for professional services; the webinar also created opportunities to engage in further dialogue with clients on topics such as optimizing RFPs for professional services and clarifying the role of the OAA as a regulator. No webinars were offered in the first 5 months of 2026 due to capacity and timing.
- PAS staff is currently supporting PRC on the updates to the OAA Model Procurement Templates (refer to updates on “Special Projects” later in this memo.). This project is on PRC’s 2026 Workplan.

Standards Access Program: CSA

Earlier this year, PAS successfully re-negotiated with CSA a one-year contract, effective as of June 1, 2026. The program remains essentially the same, with a few additions to the [OAA-NBC/OBC Standards Collection](#). In addition to all the CSA standards referenced

in the OBC and NBC, this year's subscription continues to include eight topical standards (covering topics such as bird friendly design, building guards, modular construction and environmental site assessment). Newly added this year are six standards focused on climate-resilience for northern and permafrost regions.

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

OAA Licensed members can create an account via the CSA platform and add up to nine users. As of the end of May 2026, there are ~370 accounts registered (which translated to a total of ~650 users). PAS is monitoring the fluctuation in registration numbers. Since the start of the program in 2021, on average there have been approximately 460 accounts registered per year (and translates to ~750 users).

PAS continues to monitor the program's user renewal rate, which currently stands at 50%. We anticipate a boost in renewals as a result of the communication campaign associated with the June 1 contract renewal.

Practice Consultation Services Program: Updates Jan 1 to May 31, 2026

The OAA Practice Consultation Services Program, a set out as a "practice review program" in s. 52 of Regulation 27 under the *Architects Act*, is part of the process allowing the architecture profession to continue its privilege of self-regulation.

To help practices maintain competence and currency, it includes a mandatory Practice Consultation Questionnaire—an online audit that requires architectural firms to review their office processes as they pertain to regulatory requirements. All certificate of practice (CoP) holders in Ontario are required to complete the audit once every 10 years. As well, members who have received a CoP within the last year are also subject to the PCS.

Some of the questions have a link to a Practice Tip or Regulatory Notice relevant to the question (or a section of CHOP), so the questionnaire serves as both an educational tool and supportive program for members to review their current practice (in relation to regulatory and business practices). The participation of the holder selected is part of continuous improvement and is essentially a 'health-check' to assist practices so they do not inadvertently breach regulatory matters. As per Council direction the questionnaire is not intended to deal with business practices within the firm.

During the first 5 months of 2026:

- 78 practices were sent the questionnaire with an average of 16 per month for this period (no questionnaires were sent out in February due to IT maintenance).
- 1 practice requested an exemption to complete it at a date past the deadline.
- 1 practice requested an exemption to not complete it with the understanding their certificate of practice would be surrendered shortly.
- 2 practices did not complete the questionnaire within the required timeframe and are being issued notices of non-compliance. These matters remain outstanding at the time of reporting.

- Working alongside the Executive Director, the 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. The questionnaire links have also needed some updating due to recently revised resources.

Creation/Participation in OAA Webinars: PAS continues to work with the Continuing Education team to highlight topics discussed by the Practice Resource Committee (PRC) and via Practice Hotline conversations/emails. This relates to the “Member Competency” foundational goal of the Strategic Plan.

OAA Document Maintenance/Creation Program

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. The two document types being reviewed with the highest priority continue to be the Practice Tips and the OAA Contract Suite. This 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 and the OGCA.

PAS, with the support of PRC as well as other Service Areas at the OAA, continues to monitor different events that may affect OAA resources: updates to the *Construction Act* (CA 2.0), possible updates to OBC 2024 Building Code, recent updates to the OAA’s Regulatory Notices, the release of revised CCDC Contracts, etc.

Recently Updated:

- PT. 23.2 CCDC Construction Management Contracts – Refer to [Practice Newsletter Issue 40 \(January\)](#)
- PT.12 Residential Clients – Refer to [Practice Newsletter Issue 41 \(March\)](#)
- PT.08 Participation in the Permit Process - Application for Building, Demolition or Conditional Permits – [Practice Newsletter Issue 41 \(March\)](#)
- Minor Updates to OBC Data Matrices & [PT.03 Building Code Data Matrices](#). – [Refer to Practice Newsletter Issue 42 \(May\)](#).

In progress

- Updates to Practice Tips PT.36.1 (Energy Modelling), PT.01 (Changing Architects), PT. 38 (Durability) and a new Practice Tip/Best Practice on Use of Seals - Refer to June 2026 Council Memo “Practice Resource Committee (PRC) – Update”.
- Updates to PT. 23 Series on CCDC Contracts – Refer to section below.
- Updates to OAA Contract Suite 2021 and PT 10.0 Series: Refer to section below.

Update on Progress Toward Special Operational Activities or Projects

Updates to the *Construction Act*: With legislation in effect on Jan. 1, 2026, work is in progress on all affected resources ([Practice Tip PT.10 Series \(Construction Act\)](#) and the OAA Contract Suite 2021 & Guides) with support from the PGR team and external legal

counsel. Additional documents will also require revisions to align with the legislative updates. To support members, a dedicated landing page outlining the 2026 changes—[Construction Act: How the 2026 Updates Impact You and Your Contracts](#)—was launched in December 2025. PAS and the Continuing Education team have also discussed potential webinars to help OAA members understand and prepare for these updates.

Refresh to OAA's Model Procurement Documents - PRC's 2026 Work Plan: Refer to June 2026 Council Memo "Practice Resource Committee (PRC) – Update".

Updates to OAA/OGCA Document 100 (Take-Over Procedures): As part the routine maintenance of joint documents, the OAA and OGCA finalized the proposed revisions to [Document 100](#) which was released in early November 2025. Minor maintenance was completed and a 2026 version to reflect the *Construction Act* changes was released mid-June 2026.

Keeping Members Informed on Buy Ontario Act: To support members, a dedicated landing page outlining the 2026 changes—[Buy Ontario Act: How the 2026 Procurement Directive Impacts the Public Sector](#)—was launched in May 2026.

Participation in Public Consultations: With the assistance of an OAA Advisory Groups and the Policy & Government Relations (PGR) team, PAS is working on a submission for [CBHCC's Spring 2026 public review](#) of proposed changes to the 2025 National Model Codes.

IO Supplementary Conditions to OAA 600-2021: Following the update to the membership in [May 2025 via the Practice Advisory Newsletter](#), IO proposed new clauses that would introduce the concept of "consultant to act as the constructor". In response, OAA/ACEC/ARIDO jointly submitted [a letter to IO](#) last summer outlining their concerns. The OAA still awaits the release of the Supplementary Conditions.

Updated CCDC Contracts & Impact on Resources: In April, a Practice Advisor attended a CCDC training session on Progressive Design-Build. Work is also underway to update the [PT.23 series related to the revised CCDC documents](#), including an assessment of the implications of *Construction Act* 2.0. PAS has [shared relevant information with the membership](#) on [CCA's SignaSur platform](#).

Continue to Track Emerging Trends: PAS continues to monitor emerging trends—such as [artificial intelligence](#), construction industry tariffs, succession planning, catalogue design, and other developments—that may influence practice resources or future advisory work.

Other Operational Updates: A new Practice Advisor joined PAS in February 2026.

Action

None. For information only.

Attachments

none.



FOR COUNCIL MEETING
June 25, 2026
(open)
ITEM: 7.2

SUMMARY: Annual Local Society Chairs Meeting

Conference 2026 – Waterloo Region



Main Discussion: **Societies and ConEd**



Ontario Association
of Architects

TOPIC 1: Structured ConEd for Local Society Execs

TOPIC 2: ConEd Sharing for Societies

TOPIC 3: 2027 – Conference Hiatus



TOPIC 1:

Structured ConEd for Local Society Executive Members

- Last year, ORSA put forward a proposal to Council to count Society Exec volunteer time as structured learning hours
- While they did not accept it as presented, Council supported the spirit of offering special Structured Learning for Society Executive volunteers
- Must meet the definition/requirements of Structured Learning



Current Structured ConEd Requirements

Topics

- architectural design
- Ontario Building Code or National Building Code of Canada
- environment and energy
- heritage buildings restoration
- legal issues and legislation related to architectural practice and the construction industry
- practice management or project management;
- risk management
- sustainable design, green architecture, and climate action

Format

- organized educational sessions
- offered by education providers
- min. **one hour** in length
- includes a live question- and- answer period and/or assessment
- evidence of participation at the time the learning hours are acquired
- must constitute the following categories:
 - **in-person learning** (lectures, college/university courses, lunch and learns; eligible tours)
 - **distance education** (webinars, online education modules/courses)
 - **teaching** (public speaking engagements in a professional capacity for the purpose of informing others)



DISCUSSION + KEY TAKEAWAYS

What might 3 – 5
Structured ConEd
sessions targeting
Society Exec look like?

Topic	Possible Learning Objectives
Outreach and Engagement	• Managing promotional campaigns • Leveraging digital media for communications • Stakeholder engagement
Governance (Scalable)	• Right-sized governance models • Succession planning and engaging future leaders • Strategic planning
Finance and Accounting	• Creating a balanced budget • Recordkeeping • Reporting
How to Deliver ConEd (structured vs unstructured)	• Adhering to qualifying criteria • Selecting a topic and engaging a qualified subject matter expert • Certifying the session • Leading a ConEd tour



Next Steps for Consideration

- Consider an updated Society poll to determine gaps in knowledge or application that could be addressed via dedicated ConEd
- Consider shorter segments to count towards structured ConEd to keep up with new ways of working
- Consider building structured ConEd into existing Society Chairs Meetings
 - “Lunch and Learn” or “Peer to Peer” education
- Consider leveraging OAA staff expertise
- OAA Staff would work Chairs to ensure the sessions meet structured learning criteria



TOPIC 2:

ConEd Sharing for Societies

- One benefit Societies can offer to their local membership is Continuing Education opportunities (webinars, in-person talks, experiential learning)
- Each Society has unique capacities, local needs and interests, local skills and resources, and local contexts from which to draw
- In our last meeting, it was suggested to explore how Societies can collaborate to expand ConEd offerings
- **NOTE:** In a 2023 poll, 100% of Society Exec respondents answered “yes” or “maybe” regarding collaborating and sharing resources between Societies



DISCUSSION + KEY TAKEAWAYS

NOTE: 2023 Society poll responses indicated successful sharing and collaboration models already in place, especially for neighbouring jurisdictions

- *shared funding applications*
- *shared in-person ConEd presentations/experiential learning*
- *shared President's visits*

What does ConEd
sharing look like
between Societies?

- Available Resources
 - Cost-sharing and resource sharing between Societies (ex: TSA can share a large Zoom webinar capacity)
 - Chairs could leverage their OWN expertise to lead sessions
 - Make existing Society ConEd readily available across boundaries
 - Sign up to each other's newsletters to receive updates on ConEd opportunities to share with own membership
 - **OAA Events posting page and OAA News** (SharePoint?)
 - What's App as an additional communication tool
- Possible Formats
 - Add ConEd to meetings with members
 - Shared Zoom webinars or in-person sessions for neighbouring societies
 - "Watch parties" with interactive component afterward
 - In person *workshops* (worth more than 1-hour) may offer more appeal (ex: onsite general review with emerging professionals)
 - "Pre-packaged" session that can be administered in different regions
 - Reciprocal relationships – membership in ANY Society grants access to shared benefits (ie. free/low-cost ConEd)
 - Don't rely solely on evening events (consider lunch hour or weekend)
 - Look to former CAUSE program for ideas
- Roles and Responsibilities
 - OAA to consider combining ConEd and Events calendars to reduce confusion



TOPIC 3:

2027 Conference Hiatus and Societies

- The OAA has opted to 'take a break' from Conference in 2027 to explore the benefits and drawbacks of a biennial program
- A number of informal conversations have taken place speculating what a “non-Conference” year would look like
- It was proposed that Societies be involved in the brainstorming for 2027 alternative programming opportunities



Current Conference Objectives

Education and Training

- Experiential Learning opportunities
- Interactive/engaging learning environments
- Informal learning about latest industry-related products and innovations via sponsors

Networking + Socializing

- Formal and informal interactions with peers and colleagues
- Social events

Celebrations

- Awards presentations
- Recognizing important milestones (newly licensed, honorary membership)
- Expressing appreciation (honour roll, Council)

Public Awareness

- Off-site events/experiential learning engage the wider community
- Media coverage/local governments
- Invited guests, speakers, allied industry professionals



DISCUSSION

What role might
Societies play in
2027?

- What gaps will exist in 2027?
 - ConEd
 - Social events
- Do those gaps need to be filled?
 - Yes
 - Especially for those who are “left out” of Conference
- Do Societies want to fill any of those gaps?
 - Individually/Autonomously?
 - Under a central program?
 - **BOTH**
- Roles and Responsibilities?
 - OAA provides support and a framework
 - Societies adapt to their contexts



Key Takeaway:

Societies see the value of local programming to engage *more* members and the *public* in a biennial model, with support from the OAA



Ontario Association
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NEXT STEPS FOR CONSIDERATION

What role might
Societies play in
2027?

- Societies play a key role in local 2027 programming
- Focus on engaging those typically “left out” of Conference due to cost, time off, distance, etc. (ie. **young/emerging professionals**)
 - *Side note:* Consider how to encourage more firms to invest in sending emerging professionals to Conference
- An umbrella program that is flexible and adaptable to each Society’s context
- OAA to divert resources from Conference (**funds, sponsors, and staff**) to support a “menu” of options from which Societies can choose



Scalable Programming “Menu” for a “Signature Event”

ConEd + Social Event + Celebration = ENGAGEMENT and CONNECTION

ConEd

OAA ConEd staff support **one (1) session** per Society + keynote

- Scalable options
 - single session
 - Workshop
- Format options
 - virtual “watch party” with focused, local discussion afterward
 - Touring speaker vs local speakers
 - Experiential learning
- Neighbouring Societies could collaborate on joint program
- OAA hosted Keynote event

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Social Event(s) + Networking

Societies to secure venue; OAA directs sponsors + \$\$ in support

- Societies can poll their members – what do *they* want?
- Engage universities/colleges
- Consider weekend events
- Event “template”?
- Piggyback on *existing* events
 - Regional Doors Open events
 - Existing Society programming (ex: Ottawa Architecture Week, WIFF, Nuit Blanche London)

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Celebration

Opportunities to recognize local members and/or others

- Newly Licensed Members
 - Honour emerging professionals to attract younger demographic
- Explore local talks with SHIFT winners
- Celebrate local landmarks
- Consider inviting members of the public (local officials, allied industry professionals, client groups)

