



Ontario Association
of Architects

VISION

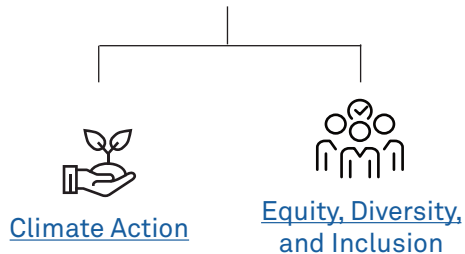
An Ontario in which architects are valued contributors to society, by creating a safe and healthy built environment that performs at the highest levels and elevates the human spirit.

MANDATE

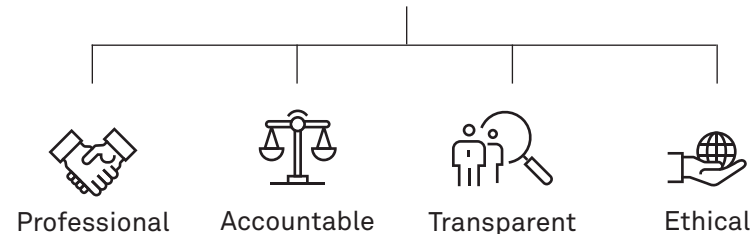
To regulate and govern the practice of architecture in Ontario in the service and protection of the public interest in accordance with the *Architects Act*, its Regulations, and Bylaws; to develop and uphold standards of skill, knowledge, qualification, practice, and professional ethics among architects;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

Strategic Plan [2022-2027]

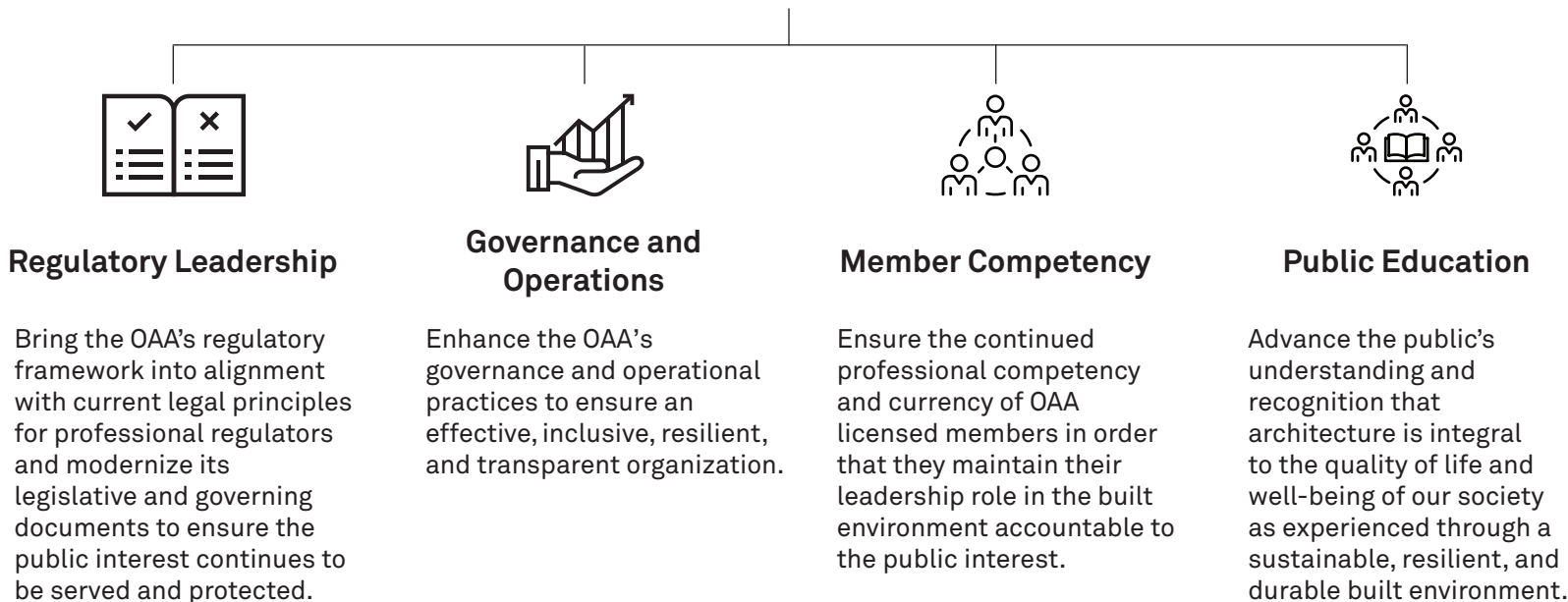
Themes



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.



ONTARIO ASSOCIATION OF ARCHITECTS
Council Meeting of September 17, 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 June 25, 2026 Open Council Meeting (<i>see attached</i>) | |
| 2 mins | 3.0 BUSINESS ARISING FROM THE MINUTES | |
| | 4.0 ITEMS FOR REVIEW AND APPROVAL | |
| 2 mins | 4.1 2027 Council Meeting Dates and Annual General Meeting Date (<i>see attached</i>)
<i>It was moved by ... and seconded by ... that the 2027 Council meeting dates be approved as circulated.</i> | Executive Director |
| 7 mins | 4.2 2027 Programming and Outreach with Local Societies (<i>see attached</i>)
<i>It was moved by ... and seconded by ... that Council approve the proposed OAA Alternate Program 2027: Broadening Reach Across Ontario as presented at the September 17, 2026 Council meeting</i> | Executive Director |
| 2 mins | 4.3 Engagement of Strategic Planning Consultant (<i>oral</i>)
<i>It was moved by ... and seconded by ... that Council approve the engagement of Kathy McLaughlin & Associates as the strategic planning consultant for the OAA's next strategic planning exercise; that Council approve an adjustment to the project commencement date such that the consultant may begin work in fiscal 2026; and, that the related consulting fees be drawn from the 2026 Policy Contingency budget.</i> | Governance Committee |
| 7 mins | 4.4 Revision to AI Usage Policy (<i>see attached</i>)
<i>It was moved by ... and seconded by ... that Council approve the amended OAA AI Usage Policy dated September 17, 2026.</i> | Governance Committee |
| 2 mins | 4.5 Appointment to the City of Toronto Electoral District (<i>oral</i>)
<i>It was moved by ... and seconded by ... that Council approve the appointment of ... to the City of Toronto Electoral District Council seat and deemed to be an elected member of Council and shall hold office for the unexpired portion of the term of the member whose office they are appointed to fill.</i> | Governance Committee |
| 7 mins | 4.6 Updates to Council Policy - Reimbursement for Councillors, Committee Members, and Volunteers (<i>see attached</i>)
<i>It was moved by ... and seconded by ... that Council approve the proposed amendments to the policy, Reimbursement for Councillors, Committee Members, and Volunteers as presented to Council on September 17, 2026</i> | Finance & Audit Committee |
| 7 mins | 4.7 2028 Conference Location and Venue (<i>see attached</i>)
<i>It was moved by Spiegel and seconded by ... that Council approve Mississauga, Ontario, as the location for the OAA Conference 2028 and that the necessary space be secured at the Hilton Mississauga Meadowvale.</i> | CPEC |

Open Council Agenda

7 mins	4.8	Proposal for Consultant re. Website UX Report (<i>see attached</i>) <i>It was moved by... and seconded by... that Council approve:</i> • the initiation of the first phase of a review process for the OAA Website for FY2027— having a third party review the OAA Website's functionality in the context of user experience (UX)—beginning with the development of an RFP; • the proposed budget of up to \$49,500 for this first phase, as already reviewed and approved by Finance and Audit Committee in the draft budget; • the proposed schedule and timeline as set out in the work plan; and • that staff, along with the OAA President and CPEC Chair, be directed to conduct the selection process for a consultant and begin the audit process	Executive Director
	5.0	ITEMS FOR DISCUSSION	
	6.0	REPORTS	
1 min	6.1	Report from the President – Activities for the months of June-September (<i>see attached</i>)	President
1 min	6.2	Report from the Executive Director (<i>see attached</i>)	Executive Director
1 min	6.3	Report from the Registrar (<i>see attached</i>)	Registrar
	6.4	Report from the Senior Vice President and Treasurer	SVP & Treasurer
5 mins	6.4.a	Financial Statements for 9 months ending August 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 Spiegel
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>)	Councillor Yeung
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	Update to Regulatory Notice RN.01 (<i>see attached</i>)	Registrar
	8.0	OTHER BUSINESS	
	9.0	DATE OF NEXT MEETING	
	9.1	The next regular meeting of Council is Friday, December 4, 2026 at 9:30 a.m. at the OAA Headquarters, Toronto, Ontario.	
	10.0	ADJOURNMENT	

Ontario Association of Architects

Meeting #306 Open

MINUTES

June 25, 2026

The three hundred and sixth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday June 25, 2026 at the OAA Headquarters, 111 Moatfield Drive, Toronto, 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
	Natasha Krickhan	Councillor
	Jenny Lafrance	Councillor (virtual)
	Michelle Longlade	Lieutenant Governor in Council Appointee (virtual)
	Elaine Mintz	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:	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee
	Angela Panacci	Lieutenant Governor in Council Appointee
Guests:	None	

The President called the meeting to order at 11:40 p.m.

The President noted that a land acknowledgement and recognition of the Indigenous land and its people is being shared with Council through a video about the origins of the University of Guelph's Nokoms house (meaning grandmother) project. It is the first research lab on campus that is solely for Indigenous studies, set up as a communal kitchen and gathering space. The entire project from fundraising, pre-planning, construction and warranty is a part of the research on how easy it is to decolonize the building process on a university campus: <https://youtu.be/R20DTUzpefg?si=bpEXMJ1BiP4Y7Eoq>. Vice President Schuhmann spoke to the project and several photos were displayed.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

AGENDA APPROVAL

10084. The President reported that there were no new items to be added to the agenda.

It was moved by Birdsell and seconded by Vilardi that the agenda for the June 25, 2026 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

10085. *Reference Material Reviewed:* Draft minutes of the May 12, 2026 Open Council meeting.

The draft minutes of the May 12, 2026 Open Council meeting were reviewed.

It was noted that in the list of attendees, past Councillor, Andrew Chau's name should be removed. The attendance of LGIC Elaine Mintz was amended to in person from virtual.

It was moved by Butticci and seconded by Schuhmann that the minutes of the May 12, 2026 Open Council meeting be approved as amended.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

10086. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

10087. *Reference Materials Reviewed:* Memorandum from Deputy Registrar, Claire Hepburn dated June 11, 2026 re. Mandatory Learning Hours for 2026-2028 Reporting Cycle. **(APPENDIX 'A')**

A member of Council placed a motion on the floor that the requirement for mandatory climate action learning hours be sunset for the 2026-2028 Continuing Education cycle.

A number of Councillors expressed concern with the move to sunset the requirement as the importance of addressing the changing global climate and that the topic is one of the two foundational themes of the OAA's Strategic Plan. It was also suggested that the requirement is simple to incorporate and easily understood, however another member suggested that the quality of education in this area could be improved.

It was noted by a member of Council that the original purpose of the requirement was to support the Strategic Plan and suggested that the requirement be reconsidered as part of the new strategic planning exercise priorities are established.

A Councillor noted that though in support of climate action, they are opposed to the administration under ConEd as an additional requirement.

It was noted by a member of Council that the AIBC has a requirement for specific courses for its members to complete.

A number of Councillors spoke in favour of retaining the requirement. It was also suggested that the withdrawal of the requirement around climate action may signal waning interest in climate action specifically on political levels which is a concern.

It was suggested that the requirement continue so as to act as a catalyst of more content.

Though there may be a need to improve on the quality of education around climate action, a Councillor suggested that continued emphasis will lead to further improvement.

The Chair called the question on the motion.

It was moved by Birdsell and seconded by Ardiel that Council sunset the mandatory Climate Action content requirement for the 2026-2028 Continuing Education Cycle.

-- DEFEATED (6 in favour, 10 opposed, 1 abstention)

The motion was defeated and a second motion was advanced.

It was moved by Spiegel and seconded by Watson that Council continue the mandatory Climate Action content requirement for the 2026-2028 Continuing Education Cycle.

-- CARRIED (11 in favour, 5 opposed, 1 abstention)

Council broke at 12 noon to attend the OAA Landscape Project groundbreaking ceremony followed by lunch.

Council resumed meeting at 1:25 p.m.

10088. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated June 16, 2026 re. Alternative Programming for 2027 in lieu of Conference and attached background information. **(APPENDIX 'B')**

The President read the motion that Council was being asked to consider regarding programming for 2027 in lieu of a traditional conference. The Report prepared by Doyle was noted along with the graphic depiction of the proposed programming for both SHIFT 2027 and a menu of programming that could be offered in collaboration with the local societies.

The Executive Director reported that the next Society Chairs meeting is scheduled for July 8 at which time, options for programming for 2027 will be discussed further, however added that the information has been circulated to them and some feedback received.

It was noted by the Executive Director that feedback received confirms the need to emphasize with the Chairs that the suggestions are open at the discretion of each society, adding that there will be assistance in facilitating events by OAA staff. There are opportunities at the events to incorporate ConEd sessions as part of the programming.

It was moved by Vilardi and seconded by Richter 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.

-- CARRIED

10089. *Reference Materials Reviewed:* Memorandum from the Communications and Public Education Committee (CPEC) dated June 15, 2026 re. SHIFT Challenge 2027 Theme. **(APPENDIX 'C')**

CPEC Chair and Vice President Spiegel reported

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

-- CARRIED

10090. *Reference Materials Reviewed:* Memorandum from the Governance Committee dated June 9, 2026 re. RFP Strategic Planning Consultant and Budget and attached supporting documentation. **(APPENDIX 'D')**

The Senior Vice President and Treasurer reported.

Clarification was requested from a member of Council as to whether there is a specific reason to disclose the project's budget.

The Executive Director responded that an upset budget amount is generally requested from the consultants, which gives an idea of requirements based on the OAA's needs.

It was suggested that further consideration could be given to adding a request to provide a quotation for the consultant to provide direction in regard to execution of the Plan, and/or facilitate an annual review of the plan.

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.**

-- CARRIED

ITEMS FOR DISCUSSION

10091. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle and Manager, Finance, Melanie Walsh dated June 15, 2026 re. Debrief on Conference 2026 – Waterloo Region and attached background information. **(APPENDIX 'E')**

The Executive Director reported on the 2026 Conference noting that the OAA's event Planner, MCC had prepared a PPT deck that summarizes the feedback from the delegate survey that is administered immediately after the event. Doyle added that the financial outcome for the conference was positioned in that the subsidy from the OAA's general operating budget was much less than had been originally budgeted for. While not all expenses have been received, it is estimated that the subsidy will be \$71k, significantly under the projected amount of \$206k.

A Councillor expressed appreciation for bringing the conference to the Kitchener/Waterloo region and extended thanks to the Grand Valley Society of Architects for their involvement in the event. It was further noted that members of the Grand Valley Society make up 5% of all society members in Ontario however comprised 18% of the attendees at the Conference.

It was noted by a Council member that the sponsorship engagement was very positive, adding that there was excellent feedback from the sponsor hall and was deemed to be very interactive.

A member of Council suggested that future conferences include opportunities for visits to local schools of architecture.

The Executive Director noted that social media impressions were the highest on record for this year's conference.

A member of Council noted a skew in percentage of males attending, however demographic data for the profession indicates a higher percentage of younger architects are women. It was suggested that the demographic attending conference tends to be those that are more advanced in their careers and reflects that male cohort. They may also have the ability to take the extra time to attend and absorb the cost. A Councillor suggested that more education for women wishing to advance in the firm ownership structure might be appropriate.

The Executive Director noted that for 2028, conference planner, MCC will be coming forward to CPEC with options for the location and venue. It was observed that time and cost were the main hinderances to attendance. MCC was tasked with considering ideas such as a retreat-type event, reviewing the overall conference budget and understanding the high-cost areas in conference, as well as a review of a typical three-day event.

It was noted by the Executive Director that many venues are now booked for 2028 and that the OAA will need to make a decision soon. Consideration will also be given for a 2 versus 3 day event and review of a weekend schedule.

A Councillor suggested that the issue in general is the amount of time away from work for members to attend.

There was support in general the event be held again in Toronto which historically records the highest attendance. To assist with costs and availability consideration could be given to hosting events at schools and other independent venues.

Some Councillor expressed concern with the idea of smaller cities/venues as they are difficult to access thereby resulting in lower attendance. Accessibility to travel would be an important consideration for younger attendees.

A member of Council suggested that there is a need to generate more excitement around the event and include the public.

A member of Council suggested that the team may wish to consider a large event in collaboration with RAIC and the provincial jurisdictions. Another suggestion was to hold the conference immediately following Door Open to continue the interest.

There was a suggestion from a member of Council that the AGM return to an in person event and be hosted alongside conference. It was noted by the President that the decision to move the AGM to a virtual event was a result of member feedback expressing a preference for a virtual event from an accessibility perspective.

The Executive Director thanked Council for their feedback and that it would be shared with the members of CPEC who are tasked with making a recommendation to the Council in September for a 2028 conference location/venue. It was further suggested that the ideas shared by Council could also be considered in the context of making a location selection for conference 20230.

The report was noted for information.

EXECUTIVE COMMITTEE REPORTS

10092. *Reference Material Reviewed:* President's Activities for the months of May 2026 to June 2026. **(APPENDIX 'F')**

The report was noted for information.

10093. *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated June 25, 2026 re. Executive Director Report to Council. **(APPENDIX 'G')**

The report was noted for information.

10094. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills re. Office of the Registrar Statistical Report to Council for the period January 1 to June 9, 2026. **(APPENDIX 'H')**

The report was noted for information.

10095. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Anna Richter, dated June 8, 2026 re. Unaudited Financial Statements for the Six Months Ended May 31, 2026 and attached supporting documentation. **(APPENDIX 'I')**

The Senior Vice President and Treasurer reported. Appreciation was expressed to the Manager, Finance for the significant amount of work that has gone into the various reports over recent few weeks.

The report was noted for information.

10096. *Reference Material Reviewed:* Memorandum from the Communications and Public Education Committee (CPEC) dated June 15, 2026 re. Update from the Communications and Public Education Committee (CPEC). **(APPENDIX 'J')**

The report was noted for information.

10097. *Reference Material Reviewed:* Memorandum from Governance Committee dated June 4, 2026 re. Update from OAA Governance & HR Committee. **(APPENDIX 'K')**

The report was noted for information.

10098. *Reference Material Reviewed:* Memorandum from the OAA Building Committee dated June 4, 2026 re. Update from the OAA Building Committee. **(APPENDIX 'L')**

The report was noted for information.

10099. *Reference Material Reviewed:* Memorandum from the Practice Resource Committee (PRC) dated June 15, 2026 re. Practice Resource Committee (PRC) - Update. **(APPENDIX 'M')**

The report was noted for information.

10100. *Reference Material Reviewed:* Memorandum from Vice President and Chair, Settimo Vilardi dated June 11, 2026 re. Update on the Policy Advisory Coordination Team's (PACT) work and attached background information. **(APPENDIX 'N')**

The Vice President and PACT Chair reported that the committee met yesterday where it finalized the Queen's Park Pick selections which has been an efficient and well-run event. This year's in person event will be held on November 3.

The report was noted for information.

ITEMS FOR INFORMATION

10101. *Reference Material Reviewed:* Memorandum from Communications Manager, Erik Missio dated June 15, 2026 re. January – June 2026 Operational Plan Update: Communications. **(APPENDIX 'O')**

The report was noted for information.

10102. *Reference Material Reviewed:* Memorandum from Deputy Registrar, Claire Hepburn dated June 11, 2026 re. Semi-annual Update – Continuing Education Service Area. **(APPENDIX 'P')**

The report was noted for information.

10103. *Reference Material Reviewed:* Memorandum from Manager, Finance, Melanie Walsh dated June 11, 2026 re. Semi-annual Operational Plan Update. **(APPENDIX 'Q')**

The report was noted for information.

10104. *Reference Material Reviewed:* Memorandum from Chief Operating Officer, Kathy Armbrust dated June 10, 2026 re. Semi-annual Update from Operations and Human Resources. **(APPENDIX 'R')**

The report was noted for information.

10105. *Reference Material Reviewed:* Memorandum from Information Technology Manager, Abhishek Chaudhary dated June 15, 2026 re. Information Technology service area – Half-year update. **(APPENDIX 'S')**

The report was noted for information.

10106. *Reference Material Reviewed:* Memorandum from Manager, Policy and Government Relations, Sara Trotta dated June 16, 2026 re. Mid Year Operational Work Plan Update – Policy and Government Relations and attached supporting documentation. **(APPENDIX 'T')**

The report was noted for information.

10107. *Reference Material Reviewed:* Memorandum from Manager, Practice Advisory Services dated June 17, 2026 re. OAA Service Ara Semi-Annual Updates – Practice Advisory Services. **(APPENDIX 'U')**

The report was noted for information.

10108. *Reference Material Reviewed:* Summary: Annual Local Society Chairs Meeting – Conference 2026 – Waterloo Region. **(APPENDIX 'V')**

The report was noted for information.

OTHER BUSINESS

10109. The Executive Director announced that the current Architectural Grad, Alexa Holder has completed her term and welcomed Anvi Nagpal in the role.

The President noted that this would be LGIC Elaine Mintz's last meeting as a member of the Council after serving 19 years in her role and thanked her for contribution. The Executive Director noted that Mintz attended the staff chat where she was recognized for her contribution, dedication and kindness. Mintz was invited to join Council in September for a special celebration in recognition of her contribution to the OAA and the architectural profession.

DATE OF NEXT MEETING

10110. The next regular meeting of Council is Thursday September 17, 2026 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

ADJOURNMENT

10111. **It was moved by Butticci and seconded by Mintz that the meeting be adjourned at 2:15 p.m.**

-- CARRIED UNANIMOUSLY

President

Date

DRAFT

2027 COUNCIL MEETING DATES

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

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

Open begins at approximately 11:00 a.m.

**FOR COUNCIL MEETING
September 17, 2026
(open)
ITEM: 4.1**

Thursday	January 21	
Thursday / Friday	February 4/5	Half day/evening of February 4 Full day February 5
Thursday	March 11	
Wednesday	April 14	Annual General Meeting – 1-2:30 p.m. (virtual – via Zoom)
Thursday	May 6	
Thursday	June 17	
Thursday	September 23	
Friday	November 26	OAA Seasonal Celebration event that evening at the OAA

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
Angela Panacci	Clayton Payer
Anna Richter	Nicola Russo
Kristiana Schuhmann	Susan Spiegel
Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

**FOR COUNCIL MEETING
September 17, 2026
(open)
ITEM: 4.2**

From: Kristi Doyle, Executive Director

Date: September 9, 2026

Subject: OAA Alternate Program 2027 – Broadening the Reach Across Ontario

Objective: To share with Council the final approach to alternate programming in 2027 in lieu of traditional OAA Conference.

Recall that the following motion was passed by Council at the June 2026 meeting:

It was moved by Vilardi and seconded by Richter 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.

Over the summer months the OAA staff team has been working to refine the concepts that were presented to Council in June and approved in principle. These efforts included consultation with the local Society Chairs to identify a menu of programming options that each society could choose to avail themselves of over the course of 2027.

As a reminder, the alternate programming is focused on the following key objectives:

- **Celebration**
- **In-person networking and social interaction:**
- **Education and training**
- **Raising the appreciation and awareness of architecture**



The attached document sets out the details of the alternate programming opportunities within the framework of the following tactics.

Tactic 1: Society Regional Programming

Tactic 2: Amplified SHIFT Programming

Tactic 3: ConEd Series at OAA HQ

Tactic 4: Engage Schools of Architecture and Architectural Technology

The required funding has been included in the 2027 draft budget.

Council is asked to approve the final programming, subject to minor adjustments as it rolls out over 2027.

Action

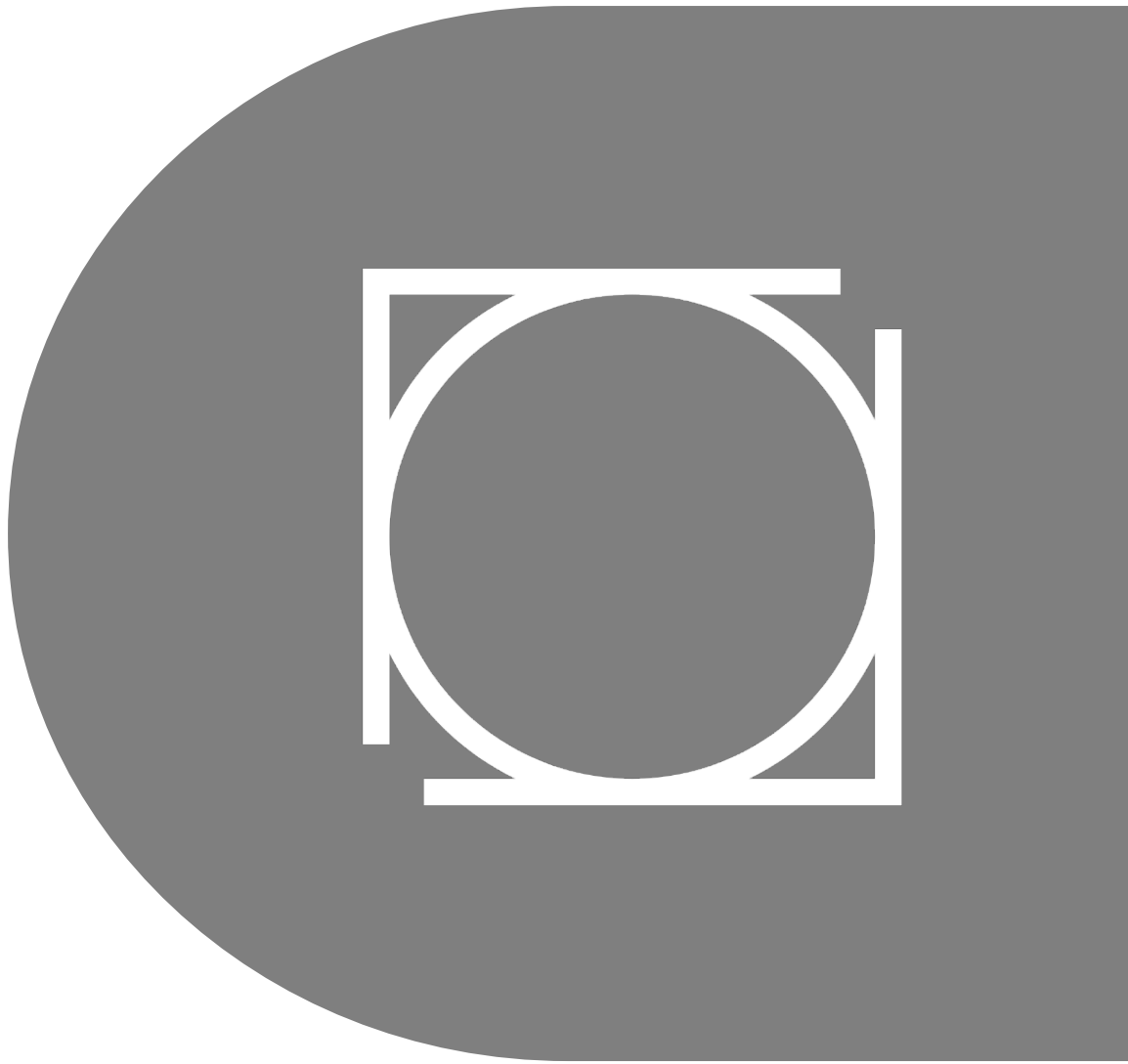
Council is asked to consider the following motion:

It was moved by ...and seconded by... that Council approve the proposed OAA Alternate Program 2027: Broadening Reach Across Ontario as presented at the September 17, 2026 Council meeting.

Attachment

OAA Alternate Program 2027: Broadening Reach Across Ontario





OAA Alternate Program 2027

Broadening Reach Across Ontario



Ontario Association
of Architects

Experiential + Connective

Offers something virtual cannot

Expansive + Inclusive

Reaches those typically “left out” of Conference

Collaborative

Strengthens relationships with key stakeholders

Cost-Effective

Better return on investment

Key Priorities



Ontario Association
of Architects

Key Objectives

- **Spread Programming Across Ontario**

Work with the Local Societies to reach further across the province and provide better access to in-person OAA-supported programming.

- **Showcase the OAA Property**

Host programming at the OAA Headquarters to showcase the building and the forthcoming landscape redesign.

- **Target Students**

Invite post-secondary students to participate in OAA programming (HQ building tours and SHIFT Challenge)



Tactic 1: Society Regional Programming

Tactic 2: Amplified SHIFT Programming

Tactic 3: ConEd Series at OAA HQ

**Tactic 4: Engage Schools of Architecture and
Architectural Technology**

Tactic 1:

Society Regional Programming

Led by Comms Staff, ConEd Staff,
and Local Societies

- Regional programming offers opportunities to expand OAA reach to all parts of Ontario
- Local Societies are ideal partners to deliver programming, adapted to their unique contexts
- The OAA can redeploy staff and funding to support
- The OAA offers a “menu” of possible activities that Societies may avail themselves of
- Consider engaging members of the public
 - local students
 - local officials
 - allied industry professionals
 - client groups
 - general public

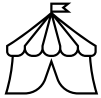
2027 Program Support Menu

VOLUNTARY | COLLABORATIVE | RIGHT-SIZED | UP TO \$80,000 TOTAL (~\$5000 EACH)
Each Society to meet with OAA staff one-on-one to discuss options.



"Out-of-the-Box" Con Ed Support

For Societies who wish to seek maximum administrative support, OAA will select and arrange an in-person ConEd session in your region. All travel, accommodation, and speaker fees to be covered by OAA. Society must source a venue.



Venue Support

For Societies who have sourced a speaker and wish to secure a particular venue but do not have sufficient funds, OAA will support **up to \$2000**.



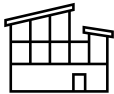
Catering Support

For Societies who wish to secure catering but do not have sufficient funds to cover the full cost, OAA will support **up to \$2000 or \$20pp, whichever is less**.



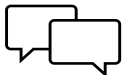
Speaker Support

For Societies who require support connecting with a speaker on a particular topic or to fill a gap in an existing program, the OAA can help source a speaker and cover associated costs **up to \$3000**.



Experiential Learning Support

The OAA can organize or support experiential learning opportunities relevant to the region.



Communication Support

The OAA can provide communications support to promote the program on its channels. The OAA can also outreach to Newly Licensed Members to invite them to any recognition events planned for them.



Registration Support

The OAA can handle registration for any OAA status holders (member-level, intern-level, or student-level). Any affiliates or members of the public must be registered by the Society.



Sponsor Support

The OAA will leverage existing sponsor relationships to drive sponsors to local regional activations. OAA and Societies can split any sponsor funds and Societies may be able to have the sponsor cover costs associated with hosting the activation.



General Support

OAA staff will be available to answer questions and provide strategic assistance to ensure a successful program (within reason; OAA staff will discuss expectations with each Society as appropriate to their desired outcomes).

SAMPLE 2027 Society Program @ ~\$5000

VIRTUAL OAA KEYNOTE - Spring

Complimentary OAA-selected speaker centred around the theme of *the Streets* in response to the SHIFT Challenge 2027. **Speaker selected by CPEC and approved by Council. = FREE**

CON ED SESSION – ANY TIME IN 2027

(Select one. OAA staff and funding support included. Free for OAA members)

OAA "Out of the Box" ConEd Session = -\$3000 speaker costs

One 1.5-hr in-person structured learning session with a touring speaker selected by the OAA. Topics may include (other topics to be explored):

- Pro-Demnity Education Session
- Mass Timber
- Succession Planning
- Building Code
- OpenBuilding OBJECTIVE v4 TEUI modelling software training
- SHIFT winner presentation (depending on winners)

Experiential Learning = FREE sketching tour with local volunteer

One 1.5-hr in-person regional experiential learning session in a venue of the Society's choosing (ex: live sketching, building tours).

BONUS: Sponsored Lunch + Learn = +\$500 sponsor dollars plus venue costs

Pair up with one of the OAA's conference sponsors to organize a lunch and learn for membership.

SOCIAL + NETWORKING

Keynote watch party = -\$500

Societies to organize a watch party for the Keynote event with members, followed by a group discussion.

Society Social = -\$1000

Societies to organize a social gathering with membership right after ConEd session. Format is flexible. Consider partnering with other local organizations, events, or sponsored venues.

CELEBRATE NEWLY LICENSED

Societies can recognize newly licensed members in a gathering of peers. Format is flexible. OAA will facilitate outreach to those members at the Society's request. May be added on to ConEd and/or Social + Networking sessions. = **FREE/LOW-COST ADD ON**

2027 Society Program Roles + Responsibilities

OAA

- Provide staff resources to support ConEd programming
- Cover speaker costs, including fees, travel, and accommodation
- Provide other guidance and support as needed
- Communicate with membership to promote opportunities
- Communicate with newly licensed members to invite to recognition gathering
- Handle registration for the ConED events for any OAA status holders
- Identify sponsors interested in travelling to a society to offer 'lunch & learn' format of ConED
- Assist in coordinating the sponsor's visit to the society

LOCAL SOCIETIES

- Select a venue appropriate to their membership and event type
- Society will serve as the host for the event – i.e. OAA will recognize the local society as organizer and host
- Society Chair to be onsite contact (OAA staff will not attend in person)
- Communicate with own membership to promote opportunities
- Coordinate registration for any non-OAA affiliates or members of the public

Tactic 2:

Amplified SHIFT Programming

Led by Comms Staff

- Expand Outreach
 - Dedicated outreach to university students
 - Distribute publication to Local Societies to share in their communities
 - Invite target public audiences to events
 - Podcast episode(s)
- Regional Programming
 - Presented by Local Societies when possible (support from OAA)
 - Satellite presentations if a winner is from a region outside GTA
- Celebration Event
 - Marquis event in special venue in Toronto
 - 150-200 guests
 - Networking + awards + lecture = 1.5-2 hours structured learning
 - Partner with organization who has a public audience (TSA?)
 - Multiple sponsorship opportunities as details are confirmed



Tactic 3:

ConEd series at OAA HQ

Led by ConEd Staff

- Host structured ConEd sessions at the building
- Seasonal offerings (3 - 4 total)
 - Sketching sessions (longer duration; would require meal included; would charge accordingly)
 - HQ Net-Zero Tours
 - Landscape tours
 - Other topics focused on professional competency
 - Practice management
 - Building code
 - Risk Management
- Explore Sponsorship opportunities
- Sketchbooks
- Catering
- Explore benefits and drawbacks of different formats and durations
 - Lunch vs evening
 - Uncatered vs catered
 - 1-hr vs reception + 1.5 hrs + 2.5 hrs with intermission
- Determine pricing



Tactic 4:

Engage Schools of Architecture and Architectural Technology

Led by Comms Staff

- Increase information exchange between OAA and Schools of Architecture and Architectural Technology
 - Comms team to coordinate
- Targeted outreach to relevant universities and colleges
 - Invite to submit to SHIFT Challenge
 - Invite to tour the building
 - Invite to Local Society events, as volunteers and as guests

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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Anna Richter	Nicola Russo
Kristiana Schuhmann	Susan Speigel
Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

FOR COUNCIL MEETING
September 17, 2026
(open)
ITEM: 4.4

From: Governance and Human Resources Committee

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

Date: September 3, 2026

Subject: AI Usage Policy - Revisions

Objective: Council to receive and approve updates to the AI Usage Policy.

The OAA Unlicensed AI Usage Policy was implemented in 2025 and is subject to ongoing review to ensure it remains aligned with evolving best practices, emerging technologies, and organizational requirements related to the use of artificial intelligence.

Policy Updates

A key amendment to the policy is the requirement to include an AI-use disclaimer in specified circumstances. This requirement is intended to promote transparency by clearly communicating when artificial intelligence has been used in the development or preparation of content. The disclaimer is provided as part of the updated policy.

The policy updates also provide additional guidance and context regarding the appropriate use of artificial intelligence, helping to clarify expectations and promote its responsible and consistent application.

AI Staff Training Update

Staff have had ongoing general and specific training on the appropriate usage of AI as part of the IT Governance Framework. In addition, AI usage is reviewed from a risk management perspective as part of the processes identified in the Risk Register.



The Governance Committee reviewed the proposed revision to the AI Usage Policy and recommend Council's approval.

Action

It was moved by... and seconded by... that Council approve the amended OAA AI Usage Policy dated September 17, 2026.

Attachments

OAA AI Usage Policy - redlined



OAA AI Usage Policy

Policy Name **OAA Unlicensed AI Usage**

Issue Date **June 19, 2025**

Revision Dates September 17, 2026

Purpose

This policy establishes guidelines for the responsible and ethical use of Unlicensed AI tools by OAA IT users. The intent is to ensure expectations regarding the use of AI by OAA users are clear while continuing to support users in maximizing efficiency, productivity and innovation in the operation and administration of the work that users carry out while adhering to legislation and professional ethics as well as maintaining the integrity of the Association as a regulator.

Scope

This policy applies to all OAA IT users, including Council, Committee members, Volunteers, and Staff, regarding the use of Unlicensed AI tools for work-related purposes. These tools include but are not limited to ChatGPT, Claude, Bard/Gemini, GitHub, Copilot, Canva AI, DALL·E, Whisper, Codex, Embeddings, Trello, Taskable, Jira, Monday.com AI and Unlicensed AI API integrations and Notion AI. It does **not** apply to tools that perform standard automation or analytics without generative capabilities or use of LLM (Large Language Models). For example, software such as Microsoft Excel, SharePoint, Adobe Acrobat, Outlook rules, and CRM systems like iMIS and Dynamics are not subject to this policy unless they integrate generative AI features. Use of those tools continues to be governed by other existing IT or data policies.

Acceptable Use

OAA users may use Unlicensed AI tools as follows:

- Support research, policy development, and regulatory reviews related to architecture and practice standards.
- Increase efficiency in administrative and operational tasks (e.g., drafting communications, summarizing reports, automating documentation, and creating images).
- Assist with technical writing, content creation, and stakeholder communications.
- Brainstorm and develop ideas for, but not limited to, continuing education programs, events, and member engagement initiatives.
- Facilitate data analysis and assist in resolving internal or strategic challenges.

Prohibited Use

The following uses are strictly prohibited:

- Inputting or sharing confidential, sensitive, or personally identifiable information (e.g., licensee/member data, internal strategy documents, legal records).
- Using AI-generated content without proper human review, especially in regulatory documents, architectural guidelines, or policy frameworks.
- Creating or disseminating misleading, biased, or unethical content that could damage the OAA's credibility or the integrity of the architectural profession.
- Utilizing Unlicensed AI tools to spread misinformation or create and/or use content that could be considered discriminatory or harassing. Examples include using Unlicensed AI to determine what an ideal candidate looks like or using Unlicensed AI to provide information without fact-checking.
- Presenting AI-generated content as solely human-authored without appropriate disclosure when necessary.
- AI scribes must not be used to record Council or Committee meetings. AI scribes should not be used when discussing any confidential information, including personal information pertaining to any individual.

Data Privacy & Security

- Users must not input information that is protected by provincial and federal privacy laws, which includes individual member or staff names/data/files.
- Users must not input proprietary or confidential information into Unlicensed AI tools. This includes information that is set out as confidential under the *Architects Act* and Regulation 27.
- All AI-generated content must undergo human validation for factual accuracy, compliance, and alignment with the OAA's mission and mandate.
- Users are expected to follow OAA's data protection protocols and comply with all relevant Ontario and Canadian legislation, including but not limited to PIPEDA and the Ontario Human Rights Code.

Transparency & Professional Responsibility

- AI contributions must be acknowledged in externally distributed materials or publications where relevant.
- When AI-generated insights inform regulatory or policy documents, users must ensure alignment with the OAA's mandate, values, policies, and procedures as well as all pertinent legislation.
- It is essential that all material produced with the assistance of AI is thoroughly reviewed and verified by the OAA IT User before use. This includes checking for factual accuracy, ensuring the tone and language are appropriate for the intended audience, confirming alignment with OAA policies and professional standards, identifying any potential bias or misleading information, and making necessary edits to improve clarity and coherence. Importantly, the individual using or publishing the material remains fully accountable for its content and any errors or misrepresentations it may contain — not the AI.



- [Where AI tools have materially contributed to the creation, drafting, analysis, summarization, or preparation of a document or communication, staff must include the approved OAA Artificial Intelligence \(AI\) Disclosure statement.](#)

AI Disclosure Statement

[*“Artificial Intelligence \(AI\) tools were used to support research, analysis, drafting, summarization, or editing of this document beyond basic editorial assistance. All AI-generated content has been reviewed, fact-checked, and validated by a human to ensure accuracy, completeness, and alignment with OAA policies and professional standards.”*](#)

Compliance & Enforcement

- Any violation of this policy may lead to disciplinary measures, including restricted access to AI tools, training, formal reprimands, or further review by OAA leadership.
- Misuse or ethical concerns regarding AI-generated content should be reported to the Chief Operating Officer, and/or Executive Director.

Policy Review & Updates

This policy will be reviewed annually to reflect technological advancements, evolving AI regulations, and the operational needs of the OAA. IT Users will be informed of significant changes or revisions.

Questions

Any questions or concerns relating to this policy can be directed to the Manager, Information Technology.



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
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Thomas Yeung	

FOR COUNCIL MEETING
September 17, 2026
(open)
ITEM: 4.6

From: Finance & Audit Committee.

Anna Richter, SVP & Treasurer, Chair	Jim Buttici, LGIC Appointee
Walter Derhak, Member-at-Large	

Date: September 4, 2026

Subject: Policy Revision - Reimbursement for Councillors, Committee Members, and Volunteers

Objective: Council to approve amendments to the policy *Reimbursement for Councillors, Committee Members, and Volunteers*.

At its August meeting, the Finance & Audit (F&A) Committee reviewed the Council Policy – *Reimbursement for Councillors, Committee Members, and Volunteers*.

As a result of the review, the F & A Committee is recommending updates to *section 6 – Reimbursable Expenses for Council*.

The proposed changes are noted in the attached, red-lined copy.

Specifically the terms of the allocation of the computer allowance for each Councillor has been updated to reflect:

- The allocation amount has been increased from \$1,000 to \$2,000
- Clarification such that where a member of Council serves less than 2/3rds of their term, they will be required to reimburse the OAA for any computer allocation they received under this section of the policy
- The policy will be applied to each 3-year term a Councillor serves i.e. the section stipulating that the allowance is not available the Councillor for a second consecutive term has been removed.

The Committee unanimously agreed that these changes better reflect the nature and speed with which changes in technology and software occur as well as pricing. The allocation amount in this section has not been increased since the policy was first introduced.

Action

It was moved by... and seconded by ... that Council approve the proposed amendments to the policy, Reimbursement for Councillors, Committee Members, and Volunteers as presented to Council on September 17, 2026.

Attachments

Appendix 1 - Reimbursement for Councillors, Committee Members, and Volunteers
Policy - redlined

Council Policy

Policy Name	Reimbursement for Councillors, Committee Members, and Volunteers
Issue Date	January 1, 2011
Revision Dates	September 30, 2013 May 6, 2015 August 29, 2016 September 20, 2018 March 2, 2023
	<u>September 17, 2026</u>

I. REIMBURSABLE EXPENSES FOR COUNCILLORS

(including Honoraria for President, Senior Vice President and Treasurer, and Vice Presidents)

ALL COUNCILLORS

1. Councillors are not compensated for their activities related to participation on Council unless specifically stated in this policy.
2. Councillors will be reimbursed in accordance with the rates set out in this policy for substantiated expenses incurred:
 - .1 related to participation on and in meetings of the Council;
 - .2 where elected to Executive Committee, related to participation in meetings of that Committee;
 - .3 related to participation in committees to which they are appointed by the Council;
 - .4 related to participation in meetings of the Society(ies) to which they are appointed liaison by the Council;
 - .5 when representing the OAA at outside activities at the request of the Council; or in substitution of the President;
 - .6 when participating in the OAA AGM and Conference; and
 - .7 where expenses are incurred with the prior approval of the Council.
3. Registration fee (only) for OAA functions and events not otherwise addressed by this policy will be waived for Councillors. No other expenses are reimbursed.
4. Registration fee (only) for functions and events held jointly with other organizations will be waived for Councillors provided that the OAA is a major sponsor-proponent of the function or event. No other expenses are reimbursed.
5. Councillors will be reimbursed in accordance with the rates set out in this policy for substantiated expenses in relation to their attendance the OAA AGM and Conference, including hotel accommodation, breakfast, travel, and the full registration package and/or tours. In addition, Councillors will be reimbursed for expenses relative to a guest of their choice (no restrictions) as follows:
 - Economy travel to and from the Conference location (travel by train may be arranged at the first class rate, also

known as Business Class [not Business Plus]); and

- Registration for all social events and tours (this does not include those programs contained in the roster of Continuing Education sessions).
- Any additional hotel accommodation that may be required is at the personal expense of that individual or the Councillor.

6. In accordance with the motion passed by Council at the December 5, 2014 meeting, each member of Council will be reimbursed in an amount of up to \$24,000 (inclusive of taxes) for the purpose of obtaining a tablet computer of their choice, or upgrading their existing computer technology for the purpose of conducting OAA business and fulfilling the necessary roles and responsibilities of a Council member. This applies to both elected members and LGIC appointees.

This reimbursement will be made available at the start of each Councillor's three-year term and the tablet or upgrade should be purchased within the first year of election or appointment. If the Councillor serves less than 2/3rd of their term, they will be required to reimburse that OAA for that amount allocated to them under this section of the policy.

~~If a member of Council is re-elected for a second consecutive three-year term, the above policy will not apply. If however the member of Council is re-elected to a third consecutive three-year term, the member can avail themselves of the policy again.~~

If in the event a member is elected or appointed for a period of less than three years, for the purpose of this policy, it will be assumed that they have a three-year term and the above conditions will apply (i.e. in the second consecutive term, they will not be permitted to avail themselves of the policy). Notwithstanding the above, the reimbursement will only be available once in a six-year period.

This allocation will not apply to the President in the event they are elected as President in the first year of a three-year term as the President currently has an allocation for a computer during their year in office.

Members of Council will be advised of this policy at the start of their three-year term. Individual members of Council will be responsible for purchasing their own tablet and/or computer upgrade and submitting the necessary receipts to the Executive Assistant, Executive Services for reimbursement using the standard OAA expense form.

The follow items will be considered suitable for reimbursement under this policy:

- Tablet/laptop computer of choice;
- Upgrade of existing software being used by Council member;
- Cord, adapter, and/or battery necessary for the hardware that was purchased; and
- Protective case for the hardware purchased.

Items not listed will be reviewed in consultation with the Senior Vice President & Treasurer.

7. Members of Council will be reimbursed for toll costs incurred while using the 407 and 412 highways for OAA approved business.
8. Past members of Council will be reimbursed for return travel, as set out below and one night's accommodation in relation to the OAA's Annual Conference where they have been invited to attend an event at which they are to be recognized for their service and to receive a Certificate of Appreciation. The total reimbursement will be capped at \$2,000 including tax.

PRESIDENT

In addition to items under "All Councillors:"

1. The President to be paid an Honorarium adjusted by annual inflation factor for their duties as President, plus reimbursement of substantiated expenses and expenses for President and a guest to attend the RAIC Festival or other events approved by the Executive Committee.



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2. An amount for "President Expenses" is included in the OAA budget to address miscellaneous expenses incurred in the discharge of their responsibilities as President where such expenses are not otherwise addressed in the budget.
3. The President may purchase a laptop computer or tablet, up to \$2,000, and may also claim an allowance of \$300 per year related to internet access and/or to cover cellular data overages. This is in addition to the amount included under President's expenses above.
4. The President will be provided with an OAA credit card for use during their term of office. The President will be responsible for using the card only for its intended purpose and obtaining transactional evidence to support all charges.
5. The President will be responsible for submitting receipts to the Executive Assistant, Executive Services on a monthly basis to facilitate payment and avoid late payment charges.
6. The President will return the card to the Manager Finance upon completion of their term.

VICE PRESIDENTS (including SENIOR VICE PRESIDENT AND TREASURER)

In addition to items under "Councillors:"

1. Vice Presidents are paid an honorarium adjusted by annual inflation factor in respect of fulfilling their additional responsibilities in serving on Executive Committee as set out in Section 45 (c) of the OAA By-laws, Revised 2022.
2. With the prior approval of the Council, Vice Presidents will be reimbursed in accordance with the rates set out in this policy for substantiated expenses related to their attendance at the RAIC Festival, or other events.
3. With the prior approval of the Council, Vice Presidents will be reimbursed in accordance with the rates set out in this policy for substantiated expenses in addition to their own expenses related to hotel accommodation, breakfast, and travel for guests attending the RAIC Festival or other events.

II. REIMBURSABLE EXPENSES FOR MEMBERS OF STATUTORY, STANDING AND DISCRETIONARY COMMITTEES, AND TASK GROUPS

1. Members of Statutory, Standing, and Discretionary Committees, and Task Groups are not compensated for their activities related to participation on these groups.
 - .1 Members of Statutory, Standing, and Discretionary Committees, and Task Groups will be reimbursed in accordance with the rates set out in this policy for substantiated expenses related to participation on the groups (see Appendix A).
 - .2 Expenses related to attendance at meetings of Statutory, Standing, and Discretionary Committees, and Task Groups will only be reimbursed where a formal meeting notice is issued through the OAA (who will monitor available budget allocation).

III. REIMBURSABLE EXPENSES FOR REPRESENTATIVES TO OTHER ORGANIZATIONS, etc.

Except with the prior approval of the Council, OAA representatives to other organizations, etc are not compensated for their activities, and expenses will not be reimbursed.



APPENDIX A

RATES

Reimbursement is only made for expenses substantiated with appropriate receipts.

1. ACCOMMODATION

- .1 OAA staff may make accommodation arrangements where cost of accommodation is to be reimbursed by the OAA under this policy, and will arrange for cost of accommodation (only) and taxes to be invoiced to the OAA. (If arrangements for direct invoicing to the OAA are not possible, staff will advise of the accommodation cost which will be reimbursed)

2. MEALS AND INCIDENTAL EXPENSES

- .1 Expenses for meals and incidentals (expenses which are not specifically listed in this policy) will be reimbursed to a daily maximum of \$100 (including gratuities and taxes).
- .2 This maximum includes all applicable taxes and gratuities.

3. TRAVEL

- .1 Use of personal vehicles is reimbursed at the same rate as the [National Joint Council Rate](#), updated quarterly.
- .2 Reimbursement for air or bus fares is at economy fare. Arrangements are made by OAA staff on request. Travel by train may be arranged at the first class rate, also known as Business Class (not Business Plus).
- .3 Taxi and air limousine fares are reimbursed at cost (including gratuities).
- .4 Car rental will be reimbursed at cost where cost is equal to or less than cost of alternative transportation available under 1, 2, or 3.
- .5 Insurance coverage of \$500,000 is in place for Councillors (only) while travelling on Council business, and includes a weekly indemnity of \$300 in the event of dismemberment.

4. TELEPHONE

- .1 Long-distance telephone related to OAA business is reimbursed at cost.
- .2 Hotel charges for local calls are reimbursed at cost.



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
Angela Panacci	Clayton Payer
Anna Richter	Nicola Russo
Kristiana Schuhmann	Susan Spiegel
Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

FOR COUNCIL MEETING
September 17, 2026
(open)
ITEM: 4.7

From: Communications and Public Education Committee (CPEC)

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

Date: September 3, 2026

Subject: Communications and Public Education Committee (CPEC) recommendation for the location of the 2028 OAA Conference.

Objective: To seek Council's approval for the Conference 2028 location.

As part of its terms of reference and annual work plan, the Communications & Public Education Committee (CPEC) is tasked with recommending to Council the location for the OAA's Conference, the next edition of which is planned for 2028. The group met virtually on **August 21, 2026**, to reach consensus in this regard.

During the meeting, the OAA's event planning consultant, **Sheri Moore** from **MCC**, gave a presentation to Committee members, sharing relevant historical metrics as well as important considerations that underpin how appropriate location options are determined (Appendix 1). Key OAA staff also joined the meeting to support the discussion by providing context and answering questions.

MCC reviewed several options for locations, with some possibilities ruled out for reasons of logistics, as outlined in the Appendix. The Committee then reviewed and evaluated four Ontario options:

- Mississauga;
- Windsor;
- Blue Mountain/Collingwood; and
- Deerhurst/Huntsville.

The Committee reviewed the locations in the context of the four “pillars” of Conference identified by staff earlier this year:

- Education and Training;
- Networking and Social Opportunities;
- Celebrations and Recognition; and
- Public Awareness.

While all pillars are important, Committee members placed the greatest emphasis on the first two above in their evaluation. Since webinars are now widely available through the OAA and elsewhere, extra emphasis was placed on **experiential learning opportunities**, which are considered a primary benefit of an in-person conference, alongside the opportunity to **meet and interact with peers face-to-face** that is irreplicable online.

Taking these considerations into account, CPEC members unanimously voted in favour of Mississauga as the clear frontrunner for a successful 2028 Conference. They cited the following reasons:

- the city’s rapid growth and numerous new builds offer plenty of interesting offsite and experiential learning opportunities;
- Mississauga is within the Greater Toronto and Hamilton Area (GTHA)—survey results continue to highlight the desire for Conference to return to the Toronto region;
- numerous options for accommodation mean the OAA could explore alternatives to the host-hotel model (which can be a costly barrier);
- proximity to not only Toronto Society of Architects (TSA) members (which has the largest concentration of OAA members in the province), but also other neighbouring Societies like the Hamilton-Burlington Society of Architects (HBSA), Grand Valley Society of Architects (GVSA), and London Society of Architects (LSA) means easier access for registrants from across Southern Ontario, as well as possibilities for collaborations between Societies;
- plenty of travel options to make accessing the Conference possible for a variety of participants—Pearson International Airport is within its boundaries, major rail lines like the GO and Via Rail have stops within or close to the city, and it is well-served by major highways; and proximity and easy access may unlock opportunities to offer “drop-in” or “a-la-carte” registration options to members, which has been a revenue booster in the past.

These location advantages are expected to make the event more enticing and accessible to Students, Interns, and newly licensed members who may otherwise face additional barriers with respect to time and financial commitment.

The Mississauga location means there is potential to host the Council and Local Society Chairs meeting at the **OAA Headquarters**. The accompanying Appendix lists further advantages of the Mississauga setting, including examples of local projects that have won OAA Design Excellence Awards or other accolades that might be potential for venues or experiential learning sessions.

The proposed **June 7 to 9, 2028** timing enables the OAA to maintain the same basic scheduling for related Association programming, including the Design Excellence and OAA Service Awards, the decoupled Annual General Meeting of Members (AGM), and the ability for members to log their Structured Learning Hours in advance of the end of the biennial Continuing Education (ConEd) cycle. Further, the timing avoids the unpredictability of earlier spring weather and conflicts with the Royal Architectural Institute of Canada (RAIC) event as well as graduations for both universities and K–12.

Should Council wish to move forward on the recommendation to pursue Mississauga as the 2028 location, further updates will be provided on any modifications to the structure or timing of the event. For example, based on feedback from past Conference attendees (including Council members), staff are exploring the potential of having the event be **two full days**, rather than 2.5 days. In addition to streamlining the Conference structure, this would allow the possibility for “bookend” events or activities on the Wednesday or on the Friday night that could be hosted by Local Architectural Societies or feature new types of experiential learning opportunities.

Further to CPEC’s recommendation on the 2028 location, the Committee believes it would be important for it to **review locations for Conference 2030** at its November 2026 meeting to ensure enough time to secure quality options. The Committee requested that staff and MCC generate a revised shortlist that incorporates the runner up location (Blue Mountain/Collingwood) alongside other viable options that were not up for consideration for 2028.

Action

It was moved by Spiegel and seconded by ... that Council approve Mississauga, Ontario, as the location for the OAA Conference 2028 and that the necessary space be secured at the Hilton Mississauga Meadowvale.

Attachments

Appendix1_OAAConference2028.pdf

MCC

An exclusive presentation for

Ontario Association of Architects

*Event Management &
Destination Sourcing Services*

PRIVATE & CONFIDENTIAL

This document is the exclusive property of
Moore Carlyle Consulting & MCC Destination
Management



Photo by: Ryan Francoz

MCC DESTINATION
MANAGEMENT
A GLOBAL DMC PARTNER

**Global
DMC
Partners**

MCC

DESTINATION OVERVIEW

Strategy & Selection

- Destination's **Architectural Interest** for venues and experiential learning
- Alignment with **strategic plan themes** for the OAA (DEI and Climate)
- **Destination availability and support** from the Destination Marketing Organization
- **Hotel group rates** for price accessibility for members
- **Airlift and ground access** for members
- Venue's capacity for **sponsor display area** so sponsorship revenue is protected.
- Overall budget implications straining a **breakeven budget mandate**.



DESTINATIONS CONSIDERED

Based on Criteria for Recommendation

Kingston

Reviewed/Eliminated

Destination Declined
Ideal group size is
200 to 250 guests

Toronto

Reviewed/Eliminated

Too cost prohibitive
Challenge to break even
with ticket pricing

Saskatoon

Reviewed/Eliminated

Air lift is a challenge
Destination may not attract
interest of audience

Halifax

Reviewed/Eliminated

Direct air lift/costs
are a challenge

Vancouver

Reviewed/Eliminated

Too cost prohibitive
Challenge to break even
with ticket pricing

Montreal

Reviewed/Eliminated

Too cost prohibitive
Challenge to break even
with ticket pricing

Quebec City

Reviewed/Eliminated

Too cost prohibitive
Challenge to break even
with ticket pricing

Thunder Bay

Reviewed/Eliminated

Destination Declined

Hamilton

Reviewed/Eliminated

Destination Facing
Labour Constraints

Calgary/ Banff

Reviewed/Eliminated

Too cost prohibitive
Challenge to break even
with ticket pricing

Niagara

Reviewed/Eliminated

2024 Host Destination

Ottawa

Reviewed/Eliminated

2025 Host Destination

Waterloo Region

Reviewed/Eliminated

2026 Host Destination



SELECTED
UNANIMOUSLY
BY COMMITTEE

DESTINATION RECOMMENDATION

Mississauga

Availability:

Spring, 2028 | June 7 to 9

Host Location | Hotel & Convention Centre

Hilton Mississauga/Meadowvale

Hotel Size: 372 Hotel Rooms | Meeting Space: 45,220 square feet

Mississauga is a city of villages, created through the amalgamation of several heritage communities, including Port Credit, Streetsville, Clarkson, Cooksville and Malton. It is also one of Canada's fastest-growing major urban centres, adding thousands of residents and jobs yearly while targeting over 370,000 new homes by 2051 and adding 65M in visitors to Pearson annually. It is also home to 75+ Fortune 500 companies and 1400+ multinational firms. It is one of the most multicultural and diverse cities in Canada. Over 60% of residents identify as a visible minority, and more than 50% speak a language other than English or French at home. This destination is quickly becoming recognized for its culinary offerings including Michelin recognition for Tamarind Modern Indian Bistro and Bib Gourmand status for Guru Lukshmi.

- **Accessibility—drivability, lift & transit.**
- **Urban location to reduce revenue risks.**
- **Several award-winning spaces and access to Toronto & Hamilton/Burlington programming.**
- **GTA is consistently the most popular in Conference Surveys.**
- **Key knowledge-based industries include aviation, advanced manufacturing, financial services, information and communications technology, life sciences, pharmaceuticals and smart logistics.**
- **Opportunity for a “choose your own adventure” program.**

About the Destination

Access & Lift | Travel Radius

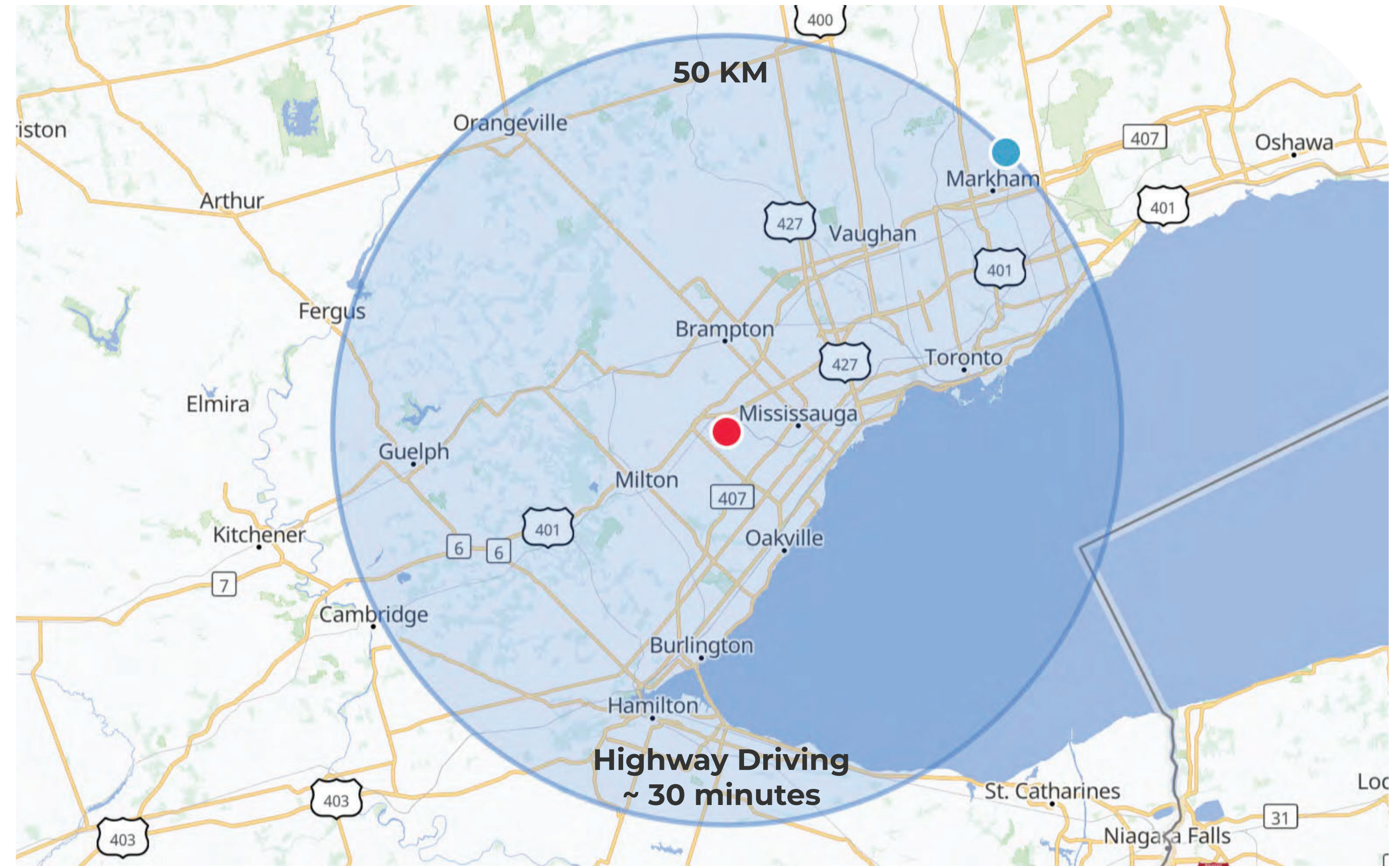
CAR ACCESS & TRANSIT

- Access via 401, 403, 410, and 407
- MiWay & GO Transit networks centered around Square One



AIR ACCESS

- Home to Toronto Pearson International Airport with greatest domestic and international access.



Strategically positioned at the center of the Greater Toronto Area, Mississauga offers an unmatched level of regional connectivity and convenience.

Its exceptional infrastructure opens up an expansive 30-minute travel radius that places the city within close reach of almost Hamilton to the west, Markham to the northeast, and deep into Toronto West. This prime centralized location makes it an ideal launching pad for exploring or conducting programming to include both TSA and HBSA catchments.



HOME AWAY FROM HOME

Hilton Mississauga/ Meadowvale

OAA Accommodation Rate

June 7 to 9: \$249 Plus applicable taxes and service fees

Deluxe Room: Single/Double Occupancy | Standard Hilton Rooms
Based on 85 Room Nights at Peak

Originally built in 1981 and renovated in 2023, this Hilton resort offers a modern, eco-conscious retreat conveniently located near Pearson International Airport and just off Highway 401. Guests can easily explore the historic village of Streetsville, located only three kilometres away, which features charming farmers markets, heritage buildings, and boutique shopping.

Recognized for its commitment to sustainability with the 2019 Mississauga Board of Trade's Clean and Green Award and a Green Key Eco-Rating, the hotel provides a perfect nature-inspired escape to meet and gather. Complete with an on-site restaurant, a welcoming bar and pool, the property caters to a wide range of guest needs. Furthermore, the hotel is dedicated to providing inclusive access for all guests, operating in full compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Urban oasis near Streetsville.

MCC

Experiential & Offsite

The program design will be finalized closer to the program execution. It is important to note that this program will be designed to the spaces available and to entice the membership to join the programming. This design will also include components that engage Society (Societies) and showcase the destination.

Skyscrapers and urban development
Public spaces & parklands
Waterfront and farmland access
Industrial & Commercial
And much more...

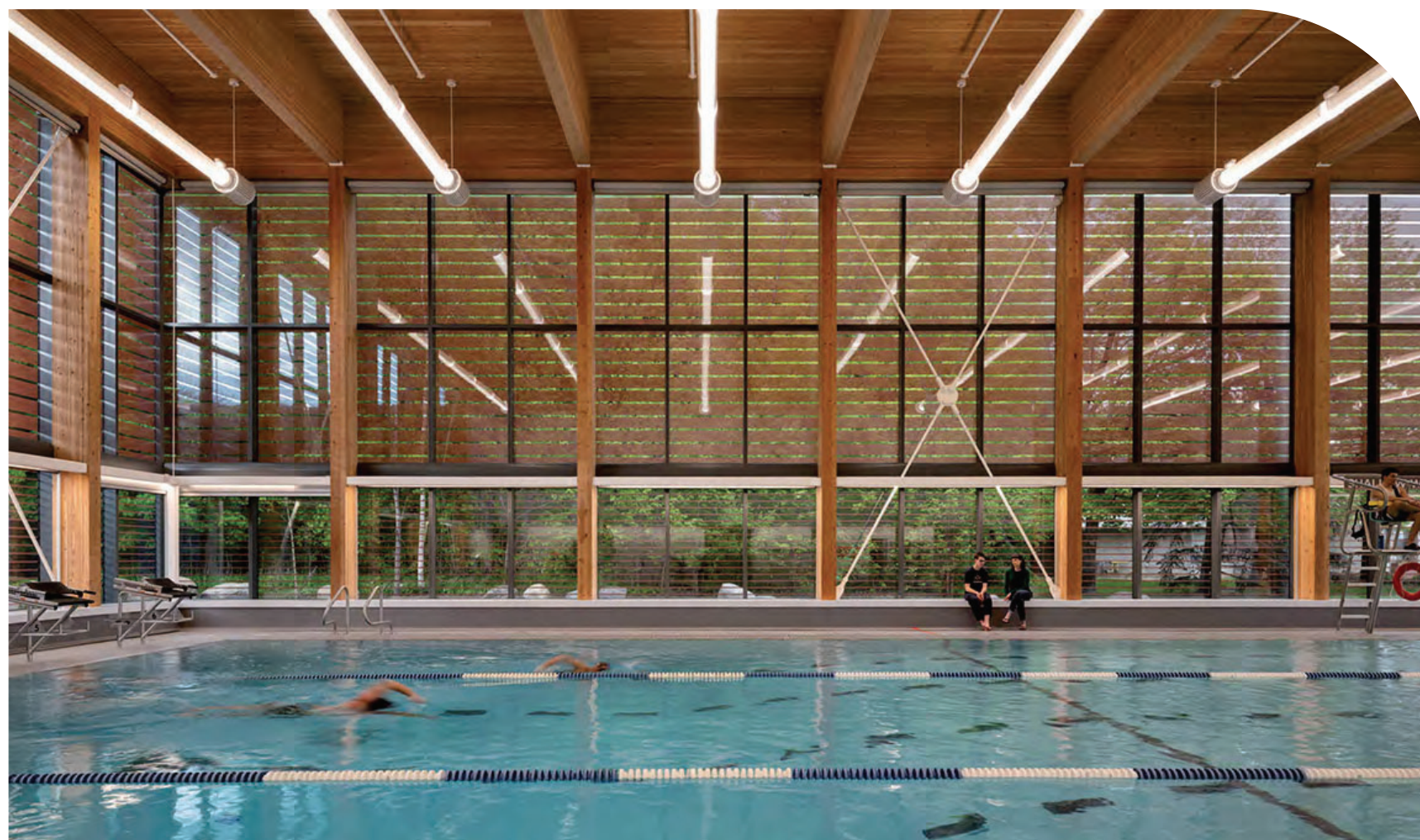
Day Programming Memory Makers in Mississauga





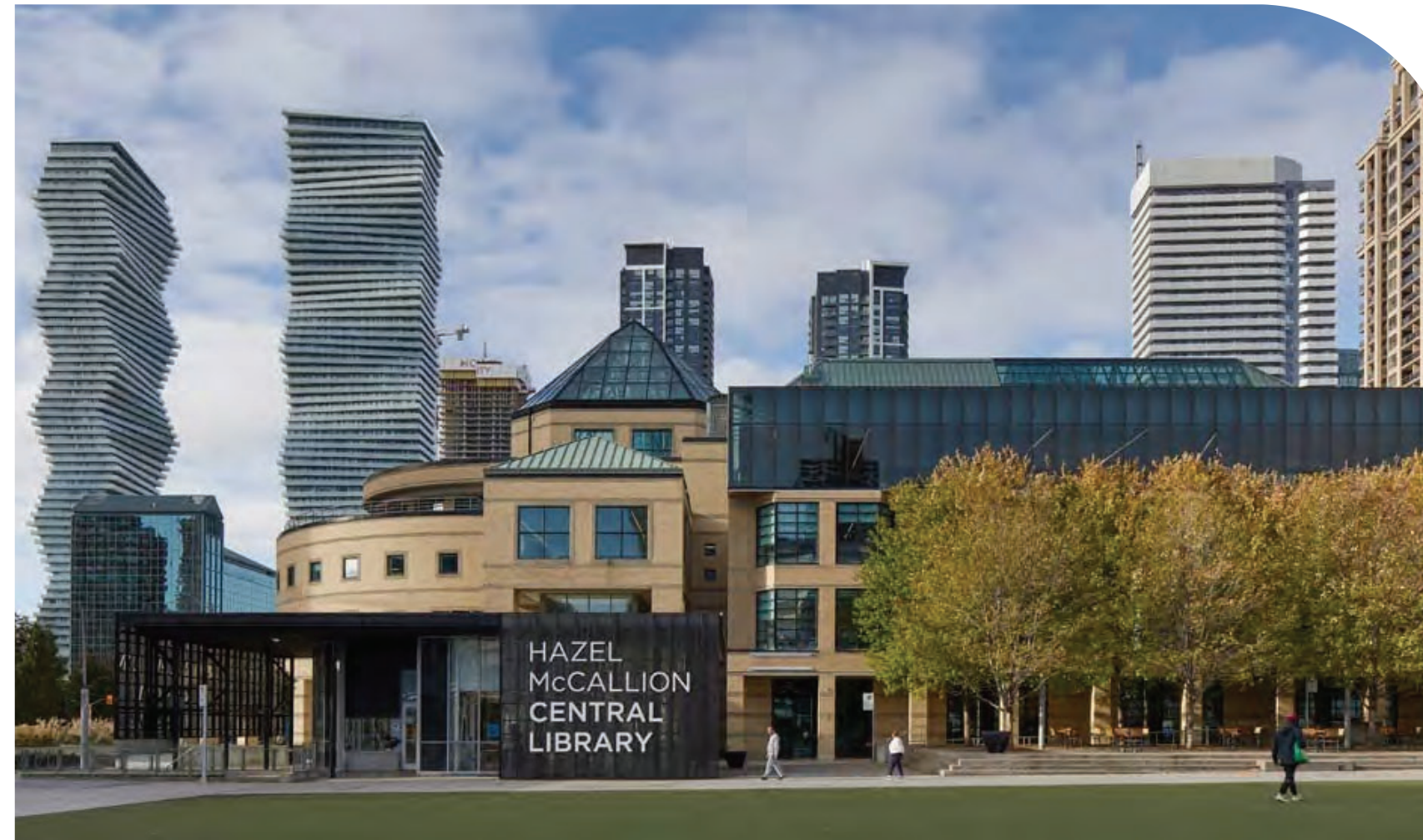
Churchill Meadows Community Centre

Practice: MacLennan Jaunkalns Miller Architects Ltd. (MJMA)
Image: Scott Norsworthy



Carmen Corbasson Community Centre

Practice: Diamond Schmitt Architects
Image : Scott Norsworthy



Hazel McCallion Central Library

Practice: RDH Architects Inc. (RDHA)
Image: Tom Arban



Forest Retreat, Caledon

Practice: Kariouk Architects
Image: Scott Norsworthy

Other Notable Spaces & Places

- Kariya Park (Japanese Garden)
- Sheridan Student Hub / Hazel McCallion Campus Student Centre
- Small Arms Inspection Building
- Absolute World Towers
- Lakeview Village waterfront
- Pearson International Airport
- Trillium Health Partners (Broader Redevelopment) and Credit Valley Health Centres (Douglas fir glulam atrium structure and biophilic design)
- Living Arts Centre
- Mississauga Civic Centre and Celebration Square
- Square One
- Art Gallery of Mississauga
- Erindale Student Centre and Phase VI Residence, University of Toronto Mississauga
- Streetsville
- Avro Arrow CF-105 at Paul Coffey Park

Other Notable Spaces & Places

Peel Region

- Springdale Library and Komagata Maru Park (Brampton)
- Adamo Estate Winery (Mono)
- Gore Meadows Community Centre and Events Pavilion (Brampton)
- Peel Manor Seniors Health and Wellness Village (Brampton)
- Peel Memorial Centre for Integrated Health and Wellness (Brampton)

There is also options for Toronto West, Markham and Halton Region.

Conference Pillars

- **Education and Training**
 - Experiential learning
 - Interactive/engaging learning environments
 - Informal learning about industry-related products/innovation through sponsors
- **Networking + Socializing**
 - Formal and informal interactions with peers/colleagues
 - Social events
- **Celebrations**
 - Awards presentations
 - Recognizing important milestones
 - Expressing appreciation
- **Public Awareness**
 - Community engagement
 - Media coverage/local governments
 - Access to invited guests, speakers, allied industry professionals

CATEGORY	OVERVIEW
AIRLIFT AND GROUND ACCESS	YYZ direct access Heavy highway access includes the 401, 403, 407, and QEW Transit Access (Square One)
SOCIETY CATCHMENT	TSA (Peel Region also borders HBSA and GVSA)
EDUCATION AND TRAINING	Lots of options for experiential learning Unique locations (if offsite) Many sponsors are located in the west end.
NETWORKING + SOCIALIZING	Volume from drop-in. Social events on/offsite.
CELEBRATIONS	Opportunities for recognition and celebration. However, the spaces that these can take place are dictated by location.
PUBLIC AWARENESS	Major population centre with access to media and local government. Distraction level may be higher. High access to invited guests, speakers, etc



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
Angela Panacci	Clayton Payer
Anna Richter	Nicola Russo
Kristiana Schuhmann	Susan Spiegel
Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

FOR COUNCIL MEETING
September 17, 2026
(open)
ITEM: 4.8

From: Kristi Doyle, Executive Director

Date: September 1, 2026

Subject: User Experience Review of the OAA Website

Objective: To obtain Council approval to begin process of having a third party review the OAA Website's functionality in the context of user experience (UX).

The OAA Website is the Association's key communications platform, supporting its ability to provide accurate, current, and timely information to the membership and the public alike. The website directly speaks to all the pillars and themes of the Strategic Plan and helps fulfil aspects of regulatory requirements.

The current iteration was launched in June 2020, following a comprehensive audit and redesign initiative. Now in its seventh year of operation, the site is a marked improvement over past incarnations, but given the breadth, depth, and constant influx of OAA content, challenges related to user experience (UX) and content organization remain. As outlined in Appendix 1, there is a need to streamline and simplify the website to improve usability, accessibility, and alignment with the Association's strategic objectives.

In the 2023 public outreach and education audit (and subsequent Public Outreach Plan), the Communications and Public Education Committee (CPEC) identified the OAA Website as a key service that required focused attention. CPEC recommended conducting a UX audit through a third-party consultant to identify known and suspected issues, as well as opportunities for improvement. Based on preliminary conversations with those in the field, it is expected such an approach would include strategy workshops, reviews, and user research. As outlined in Appendix 1, this audit would be the first phase of a broader initiative, with subsequent stages contingent on the findings.

The amount cited in the work plan for this first phase was determined as an estimate by staff. That number was included within the Communications service area's preliminary draft budget and was reviewed and supported by the Finance and Audit Committee.

As administration of the OAA Website is operational in nature, this Phase 1 and the RFP process to find a UX auditor would be led by OAA staff members. Council, Committee members, Societies, and other stakeholders from the membership as well as the wider public would be involved in any subsequent phases, which would be preceded by further information being shared with Council.

Action

It was moved by... and seconded by... that Council

- approve the initiation of the first phase of a review process for the OAA Website for FY2027—having a third party review the OAA Website’s functionality in the context of user experience (UX)—beginning with the development of an RFP;
 - approve the proposed budget of up to \$49,500 for this first phase, as already reviewed and approved by Finance and Audit Committee in the draft budget;
 - approve the proposed schedule and timeline as set out in the work plan; and
 - approve that staff, along with the OAA President and CPEC Chair, be directed to conduct the selection process for a consultant and begin the audit process.
-

Attachments

Appendix 1: OAA Website Audit Work Plan.pdf

OAA Website Renew + Refresh

Work Plan

Statement of Need	The current iteration of the OAA Website was launched in June 2020, following a comprehensive audit and redesign initiative that began in 2018. At the time, the previous version of the website was more than a decade old and outdated in its structure, presentation, and use of technology. The main objective of the 2018 redesign project was to modernize the website structure, visual design, and technology platform. Additional key priorities included ensuring compliance with accessibility standards, enabling the potential for bilingual content, restructuring to create a clear distinction between member support and public-facing content, and enhancing the user experience through a more dynamic, intuitive, and engaging design. Having launched in 2020, the website is now in its seventh year of operation. While several enhancements introduced in the redesign successfully modernized the site's visual appearance and technological platform, other changes have proven less effective and efficient over time and use. For example, the creation of separate “Public” and “Member” websites has, in practice, created significant overlap, duplication of efforts, and redundancy. The website has also presented challenges related to user experience and content organization. Given the breadth, volume, and influx of OAA content, both users and staff often encounter difficulties locating the resources they need quickly and efficiently, and website administration is increasingly onerous. A clear and comprehensive maintenance plan was never included in the past redesign, meaning staff were not equipped with the resources to ensure the long-term health of the site. In the absence of a clearly defined content governance framework/maintenance plan and established best practices, the continuous addition of new content has led to a cluttered structure and increasingly cumbersome navigation. There is a need to streamline and simplify the site to improve usability, accessibility, and alignment with the Association’s strategic objectives. In the 2023 public outreach and education audit (and subsequent Public Outreach Plan), the Communications and Public Education Committee (CPEC) identified the OAA Website as a key service that required focused attention. In 2024, the Committee identified several significant user experience issues, including difficulties navigating the site and locating information, with users often required to navigate through multiple pages and “click points” before finding desired content. The language and terminology were also cited as non-intuitive for members of the public. To address these issues, CPEC recommended conducting a user experience (UX) audit through a third-party consultant to remedy known and suspected issues, and identify opportunities for improvement. As we look ahead to 2027, many of the OAA Website's longstanding challenges remain unresolved. The site continues to age and is increasingly outpaced by changing user expectations, advances in technology and best practices, and changing accessibility and regulatory requirements. There is an urgent need to make improvements to ensure it remains effective, relevant, and responsive. Establishing clear policies and procedures for content creation, management, review, retention, and archiving will help ensure the website remains sustainable, accurate, and user-focused as it continues to grow.
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Proposed Process and Budget	To initiate the required work, and in accordance with the OAA's Procurement Policy, a Request for Proposals (RFP) process should be undertaken to select a consultant specializing in website/user experience projects. It is suggested that the RFP process could take place in late fall 2026, with work expected to begin in the next fiscal year. This represents Phase 1 (Audit) for FY2027. The selected consultant would conduct a comprehensive audit of the OAA Website, including an assessment of usability, functionality, information architecture, content quality, accessibility, and overall user experience. The consultant would also provide strategic guidance and recommendations for an ongoing governance, maintenance, and modernization framework to support the website's long-term effectiveness and growth. This initial website audit is envisioned as a first step toward a larger website redesign project, providing a foundation for future planning and implementation. The scope of this first phase would consider: ▪ sunsetting the duplicate "Member Site" to resolve extraneous staff effort and ensuring information is consolidated on the "Public site," replacing it with a login area for limited items like ConEd/event registration, protected member-only content, and resources; ▪ data-driven UX/UI improvements that adhere to best practices to support diverse audiences and user groups, while creating an intuitive and accessible user interface; ▪ changes to the structure and content to support easy navigation and clarity/accessibility; ▪ comprehensive maintenance plan that ensures ongoing currency, manageability for staff, future budgetary needs (for regular "tune-ups"), clear guidelines for use (e.g. how long do we maintain news items or past events), and clear decision-making authority; ▪ continued compliance with accessibility guidelines and best-practice website standards; ▪ structure that supports potential for fully bilingual content (English and French); ▪ a Content Management System (CMS) that is stable, potentially open-source, user-friendly, free to modify, and supports multiple content editors; ▪ evaluation of the website's search functionality, including the effectiveness, accuracy, speed, and robustness of the search engine in enabling users to locate relevant content, products, or information efficiently; and ▪ seamless integration with iMIS, enabling event registration, daily or real-time committee and member directory updates, and single sign-on (SSO) functionality. The following approach and preliminary budget for Phase 1 is based on initial research and discussions with several website consulting firms. The RFP, however, would allow for the Consultant to suggest an approach that would achieve the OAA's objectives: Strategy Workshops (~\$13k CAD) — Work with a third-party consultant to facilitate workshops with stakeholders to understand workflows, pain points, and challenges. Better understand our various audiences and what they need to accomplish on the site. Discuss current website administration decision-making and work together to define an updated model. Define a comprehensive maintenance strategy: who does what, how updates are managed, vendor relationships, and how to streamline development and ticket requests. Expert Review (~\$10k) — Third-party structured audit of the current site to identify and prioritize issues across organizing framework, content, design, and functionality. Issues will be assessed by severity (i.e. critical, major, minor) to inform prioritization and scope for Phase 2. User Research (~\$22k) — Work with consultant for interviews with real users (representing a cross-section of members of the public and profession) to validate priorities, understand task flows, and gather evidence (including video recordings) to inform next steps. Understand gaps, pain points, mental models, and where users expect to find information (~15 participants). This project is intended to serve as the first phase of a broader initiative, with subsequent phases contingent upon the findings and recommendations /of the Website Audit. PHASE 1 TOTAL: ~\$45,000 + \$4500 (10% contingency) = \$49,500
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OAA Strategic Priority Alignment	The OAA Website is the key communications platform and information repository for the Association. Its efficacy is directly tied to the OAA's ability to provide accurate, current, and timely information to the membership and the public alike. It supports all the OAA's strategic pillars: • Regulatory Leadership – an effective website directly supports the priorities of transparency and fairness, furthers the Association's compliance with the Office of the Fairness Commissioner, and provides an avenue to support clear understanding of the path to licensure. • Governance and Operations – an effective website supports good governance by making all policies available and easy-to-reference while attracting potential staff and volunteers by presenting a polished and professional brand. • Member Competency – the website continues to be a primary gateway for OAA members to find relevant information and access to Continuing Education opportunities, as well as documents and publications, along with the resources of the Practice Advisory Knowledge Base. A user-friendly and up-to-date website ensures members have the resources necessary to fulfil their obligations. • Public Education – the website is the primary channel for public-facing communications. Content needs to be public-friendly, accessible, comprehensible, inclusive, and easy-to-navigate, with accurate information that is well-maintained.		
Climate Action	The OAA Website provides access to resources and tools endorsed by the OAA, ranging from project case studies to Total Energy Use Intensity (TEUI) calculators, along with links to climate-focused news, events, and continuing education opportunities.		
Equity, Diversity, and Inclusion Awareness	An accessible and inclusive website provides an intuitive navigation structure and plain language content that is organized in clear and easy-to-digest "chunks." The OAA Website has not undergone a comprehensive accessibility audit since its inception in early 2020. Given the constantly evolving needs and expectations of users, an audit and accessibility plan would be a suggested part of any review.		
Tasks/Outcomes	Task	Outcomes	Due Date
	Develop an RFP		Sept. 2026
	Selection Process		Oct./Nov. 2026
	Onboard selected consultant		Early 2027
Budget	\$45,000 + \$4,500 (10% contingency) = \$49,500 (FY2027), as outlined in draft budget		
Resources	- UX consultant and/or website development team - Initially, the Website & Communications Lead, Public Outreach Specialist, Architectural Graduate, and Communications Manager, as well as review and input from the Executive Director, Registrar, and team leads of the various service areas. - Appropriate staff and two members of Council—the President and the CPEC Chair—would be involved in the selection of the consultant, given their depth of knowledge and operational involvement.		
Committee Collaboration	Administration of the OAA website is operational in nature and as such will be led by OAA staff members. Council, committee members and societies would be involved in the approach to the work of the Consultant as identified in the final project methodology and approach.		
Stakeholders	Based on preliminary conversations with consultants, we expect to engage various stakeholder groups such as members of the general public, allied professionals (building officials, procurement professionals, etc.), civil servants, OAA volunteers, OAA staff, education providers, etc.		

President's Log

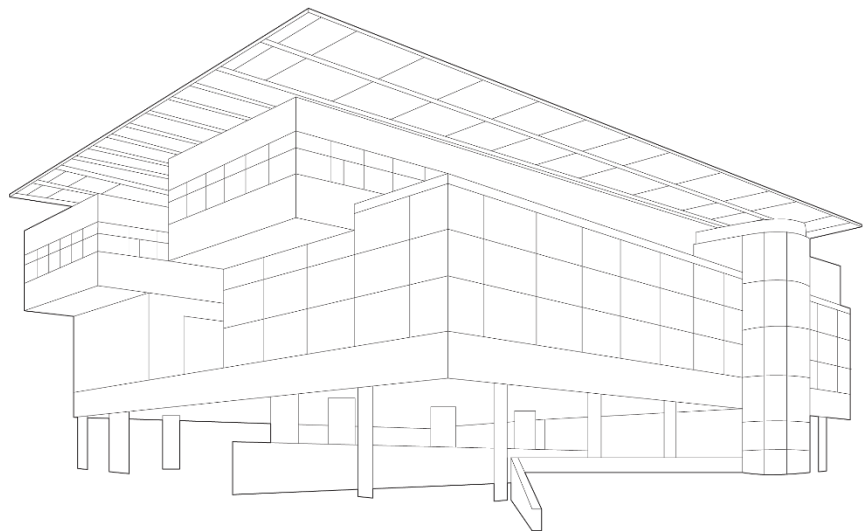
Date	Event/Meeting	Location	Attendees	Time
June 29	EABO Meeting	virtual	w/EABO representatives, K.Doyle	2-4:00 p.m.
July 2	President/Executive Director Meeting	virtual	w/K.Doyle	12-12:30 p.m.
July 2	Communications Meeting	virtual	w/E.Missio	1-1:30 p.m.
July 8	Society Chairs Meeting	virtual	w/Society Chairs, Council liaisons, staff	11:00 a.m. - 1:00 p.m.
July 9	President/Executive Director Meeting	virtual	w/K.Doyle	12-12:30 p.m.
July 16	Landscape Project Discussion	virtual	w/J.Lobko, K.Doyle, K.Armbrust	9-10:00 a.m.
July 16	President/Executive Director Meeting	virtual	w/K.Doyle	12-12:30 p.m.
July 16	Communications Meeting	virtual	w/E.Missio	1-1:30 p.m.
July 20	Landscape Project Discussion	virtual	w/J.Lobko, Ja Design, Sommerville, K.Doyle, K.Armbrust	10-11:00 a.m.
July 22	Education Committee (under the Trust)	virtual	w/A.Richter, K.Schuhmann, K.Doyle	11-11:30 a.m.
July 23	President/Executive Director Meeting	virtual	w/K.Doyle	12-12:30 p.m.
July 23	Information Session re. OBC Consultation Paper	virtual	w/MMAH, Stakeholders, M.Audet, S.Trotta	1:30-2:30 p.m.
July 23	Information Session re. OBC Consultation Paper - follow up	virtual	w/M.Audet, S.Trotta	3-3:30 p.m.
July 30	President/Executive Director Meeting	virtual	w/K.Doyle	12-12:30 p.m.
July 30	Communications Meeting	virtual	w/E.Missio	1-1:30 p.m.
August 6	President/Executive Director Meeting	virtual	w/K.Doyle	12-12:30 p.m.
August 6	Communications Meeting	virtual	w/E.Missio	1-1:30 p.m.
August 11	Governance Committee	virtual	w/Committee members	9:30 a.m. - 12:30 p.m.
August 13	President/Executive Director Meeting	virtual	w/K.Doyle	12 - 12:30 p.m.
August 20	President/Executive Director Meeting	virtual	w/K.Doyle	12-12:30 p.m.
August 20	Communications Meeting	virtual	w/E.Missio	1-1:30 p.m.
August 25	Northwestern Ontario Society Visit	Thunder Bay	w/Society Chair & members, K.Doyle	12-2:30 p.m.
August 27	Algoma Society Visit	Sault Ste. Marie	w/Society Chair & members, K.Doyle	11:30 a.m. - 2:00 p.m.
August 27	Building Code Review - Stakeholder Roundtable Session	virtual	w/stakeholders, S.Spiegel, K.Doyle	2-4:00 p.m.
September 1	Governance Committee	virtual	w/Committee members	11:00 a.m. - 12 noon
September 1	Strategic Plan Consultant RFP - Interview Prep	virtual	w/Executive Committee	2-3:30 p.m.
September 2	Executive Committee	virtual	w/Executive Committee	11:00 a.m. - 12 noon
September 3	President/Executive Director Meeting	virtual	w/K.Doyle	12-12:30 p.m.
September 10	President/Executive Director Meeting	virtual	w/K.Doyle	12-12:30 p.m.
September 10	Hamilton & Burlington Society Visit	Hamilton	w/Society Chair & members, K.Doyle	5-9:00 p.m.
September 14	Bi-weekly Construction Meeting	virtual	w/J.Lobko, Ja Design, Sommerville, K.Dovle. K.Armbrust	10-11:30 a.m.
September 15	Pre-Council briefing	virtual	w/K.Doyle, C.Mills, T.Carfa	10-11:00 a.m.
September 16	University of Toronto Dean Meeting	Toronto	w/M.White, K.Doyle	3-4:00 p.m.
September 16	Pre-Council Dinner	Toronto	w/Council	7-9:30 p.m.
September 17	Council Meeting	Toronto	w/Council, staff	9:30 a.m. - 3:00 p.m.

FOR COUNCIL MEETING
September 17, 2026
(open)
ITEM: 6.1

Executive Director Report to Council

FOR COUNCIL MEETING
September 17, 2026
(open)
ITEM: 6.2

September 8, 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 that fall within the OAA's 5-year Strategic Plan and the 4 strategic objective pillars:



regulatory leadership,



governance and operations,



member competency, and



public education.

I anticipate adjusting the format of the Executive Director's Report in the new year to coincide with anticipated adjustments to the OAA's Strategic Plan. In collaboration with the Executive Committee, I have been engaged over the summer months in the procurement and selection process for a consultant that will conduct the OAA's next strategic planning exercise. This fall marks the final leg of the five-year window for the OAA's strategic plan. Much has been accomplished over the last five years. Along with the staff team, we look forward to the next strategic planning exercise which will begin shortly and the opportunity to build on the successes of the existing plan and the opportunity for further improvement, and advancement of the OAA's goals and objectives.

Operational & Administrative Matters

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

Information Technology Upgrades

The comprehensive upgrade to the OAA's database software came to fruition in early August, which included upgrades to all finance software and systems. The official go-live date of August 11 was a success, followed by three weeks of hyper support to iron out a few lingering issues. The project, led by the OAA's IT Manager, Abhishek Chaudhary was a major undertaking spanning over 18 months. Staff responsible for testing the components of the upgrade pertaining to their service areas are to be commended and recognized for their extra effort to push this over the goal line!

Finance Activities

Since the June Council meeting, senior management has been focused on a number of key projects alongside the Finance & Audit Committee including:

- Finalization of details for the engagement of the Auditor, BDO to conduct the 2026-year end audit
- Development of the draft operating and capital budgets for 2027. The Manager of Finance, Melanie Walsh presented a first draft of a



balanced budget to the Finance & Audit Committee mid-August using the new software. I would like to recognize Melanie's efforts over the last number of months to adjust processes, procedures, and reporting formats to conform to the new software. This work was a major undertaking and is ongoing as we prepare for the audit.

- Further discussions on the details of the OAA's Investment Strategy.

Staff Performance Evaluations

Human resources will be providing instruction shortly to OAA managers and supervisors in terms of conducting the annual staff performance evaluations. The process generally takes a couple of months and should be completed by the end of November.

OAA's Architectural Societies Annual President's Visits

The President and I began our annual visits to the OAA's local societies on August 25 in Thunder Bay with the members of the Northwestern Ontario Society of Architects. Later that week we met with the members of the Algoma Society of Architects in Sault Ste. Marie. Both visits were well attended with great conversation and discussion. Our next visit is with the Hamilton Burlington Society of Architects on September 10 in Hamilton.

Meeting of the Education Committee under the Trust

The annual meeting of the Education Committee under the Trust was held on July 22. The members of the Education Committee are Lara McKendrick, President, Anna Richter, Senior Vice President & Treasurer and Kristiana Schuhmann, Vice President. The Education Committee provides direction with respect to the funds held under the OAA Trust Fund and reviews the procedures for the disbursement of funds for the OAA scholarships /awards. The Committee suggested a few formatting changes to the procedures document, as well as insertion of revision/review dates for each of the areas of scholarship funding.

Staff Meetings

Weekly staff chats continued over the summer, however the regular peer-to-peer learning opportunities were paused for the summer.

Relationship Building

Construction & Design Alliance Ontario (CDAO)

I attended a meeting of the Board of Directors of CDAO on September 4. Among other items, the Board reviewed the agenda for the Annual General Meeting of the CDAO which will be held on September 22 at the OAA Headquarters Building. I will be attending the AGM and CDAO Forum meeting along with President McKendrick and OAA Manager Policy & Government Relations, Sara Trotta.

Pro-Demnity Insurance Company

I met with Pro-Demnity CEO and President, Bruce Palmer in late August for our usual check-in. Among a few key items, we discussed concerns related to contract clauses which require the architect to assume the role of constructor. A note to members on this issue was included in the July Practice Advisory newsletter. Pro-Demnity is also working with the OAA to update OAA Practice Tip 39.1.

Professional Engineers Ontario

The Registrar and I will meet with PEO's CEO Jennifer Quaglietta on September 21. We will be reviewing the areas of our respective legislation that overlap or reference each other. The PEO is also undertaking an Act modernization project.

Meeting with the Attorney General

The President and I will attend a virtual meeting with the Attorney General on September 24. This meeting was requested by the OAA and will focus on updating the Attorney General, Minister responsible for the *Architects Act* on a number of key activities and initiatives of the OAA.

Allied Organizations

Over the summer months I had the opportunity to meet with the new Executive Director of the Association of Registered Interior Designers Ontario (ARIDO), Jeremy Vandermeij as well as the new Chief Executive Officer of the Ontario Professional Planners Institute (OPPI), David Carey. As allied industry organizations, connection and development of relationships through the senior management is important.

Carleton University – Azrieli School of Architecture & Urbanism

On behalf of the OAA, I have been invited once again to participate in the professional practice course offered at the Azrieli School of Architecture. I will deliver a virtual presentation on September 17 focused on an 'Introduction to the OAA'. OAA Registrar Christie Mills, and Deputy Registrar Claire Hepburn will also deliver presentations later in the fall.

Meeting with U of T Dean and tour of building September 16

The President and I will welcome Mason White, Dean, John H. Daniels Faculty of Architecture, Landscape, and Design University of Toronto to the OAA Headquarters on September 16. This meeting will serve as a formal introduction between the new Dean and the OAA as well as the opportunity to give the Dean a tour of the OAA Headquarters.

National Activities

Regulatory Organizations of Architecture in Canada (ROAC)

The next semi-annual meeting of ROAC will be held in Montreal, October 22 to 24. I will attend along with OAA Vice President and ROAC Board member Settimo Vilardi as well as Registrar Christie Mills. A summary of the meeting activities and outcomes will be shared with Council at the December meeting.

Of note, the Manitoba Association of Architects has announced a new Executive Director, Martin Lussier. Lussier will be formally introduced to the members of ROAC at the meeting in October.

ExAC development of Misconduct Guidelines

In partnership with the Ordre des architectes du Quebec, the OAA is responsible for providing administrative and financial services for the national licensing exam on behalf of ROAC.

To ensure interns undertaking the examination are aware of and understand the expectations regarding exam conduct and the consequences of misconduct, the OAA staff team was tasked with the development of the attached document:

Examination for Architects in Canada Misconduct Guidelines. Over the summer months the draft benefitted from the input of the other regulatory jurisdictions and will be subject to final approval by the ROAC Board in October. The document is shared with Council for information.

Attachment: ***Examination for Architects in Canada Misconduct Guidelines***

Examination for Architects in Canada Misconduct Guidelines

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DRAFT

Purpose

The purpose of the ExAC misconduct guidelines is to ensure that Interns undertaking the examination are aware of and understand the expectations regarding exam conduct and the consequences of misconduct. Misconduct refers to any dishonest behaviour or conduct that undermines the integrity of the exam. While it is not possible to list every instance of inappropriate behaviour constituting misconduct, examples are identified below. Further, these guidelines will inform outcomes and/or action to be taken and who is responsible.

Principles

Interns are expected to act ethically, behave professionally, and be accountable for their actions.

Definitions of Misconduct

Exam misconduct is defined as any behaviour by the examinee before, during, and after an exam that undermines the integrity of the exam or gives an unfair advantage to an examinee. Some types of misconduct may be minor infractions, which are less serious examples of misconduct including an accidental breach of published exam policies and procedures, e.g. not putting pencils down following the end of the exam. Minor infractions are addressed through verbal warnings from Invigilators. A single observation of this behaviour does not require documentation during the exam. However, repeated minor infractions and more significant instances of misconduct observed before/during/after the examination will be recorded by Invigilators or the Test Supervisor using the Conduct Report form in Appendix A. Examples of misconduct requiring documentation by Conduct Report include, but are not limited to:

- Repeated failure to follow invigilator instructions (e.g. ignoring warnings or requests made by the Invigilator or Test Supervisor; violating break protocol; refusing to stop writing when time is up; talking or creating a continued distraction by sound or movement that could disrupt the concentration of other candidates).
- Fraud and misuse (e.g. forgery, altering documents, or misuse of exam records/materials).
- Cheating (e.g. using unauthorized materials, copying, collaboration without authorization, or sharing exam content).
- Aiding and abetting (e.g. helping others commit misconduct; copying, producing, reproducing, removing exam questions in any format; disclosing exam questions and/or responses in any form or by any means (orally, in writing, electronically, on the Internet, “brain dumping,” “discussion boards” or otherwise such as but not limited to Facebook, X or other forms of social media); sharing unauthorized material or answers; taking notes from the exam room or outside the exam room).
- Falsification of records (e.g., providing misleading or false information on examination applications or related documents).

- Unauthorized assistance (e.g. communicating with others; collaboration without authorization; obtaining information from, or giving any information to, another examinee during the exam; having access to or using any electronic, communication, recording, or similar device during the exam).
- Impersonation (e.g. falsification or misrepresenting information required for admission to the testing area; representing oneself as another person or being represented by another in an exam).
- Aggressive behaviour (e.g. harassment, threats, or unsafe conduct in the exam setting).

Actions by Invigilators and the Test Supervisor

When misconduct is observed or reported, Invigilators and Test Supervisors should:

1. Observe discreetly and confirm the misconduct. Invigilators should discreetly alert the Test Supervisor to confirm the behaviour, as necessary.
- Except in extreme, obvious cases, Test Supervisors and Invigilators are to avoid accusing examinees during the examination. They must discreetly inform the examinee they have exhibited behaviour that could be interpreted as misconduct. The examinee will be directed to cease the behaviour and be advised that a Conduct Report may be filed.
2. Invigilators/the Test Supervisor must allow examinees to complete the exam unless the behaviour is severe (e.g., aggression) or the behaviour compromises the exam's integrity (e.g., to confiscate unauthorized materials).
3. The Invigilators or Test Supervisors must collect all evidence and take note of all relevant details (e.g. time, behaviour, materials used), to be provided in the Conduct Report Form.

The Test Supervisor is authorized to take appropriate action to investigate, stop or correct any observed or suspected irregular behaviour, including discharging Interns from the exam centre and, where required, confiscating prohibited materials.

Prompt Evidence Collection

Invigilators/the Test Supervisor must gather relevant physical and digital evidence immediately. The following items should be collected to support a misconduct report:

- Description of the occurrence (who, what, where, when)
- Confiscated materials (e.g., notes, devices, printed documents)
- Candidate's name and exam ID
- Names and statements from all involved invigilators
- Witness statements, if applicable

Photographs of unauthorized materials should be captured without compromising examinee privacy.

Actions by Provincial and Territorial Regulators

All occurrences of suspected misconduct that result in the creation of a Conduct Report will be submitted to the national ExAC Co-Administrators. The ExAC Co-Administrators will share the Conduct Report with the architectural regulator in the candidate's home jurisdiction within 5 business days of receipt from the jurisdiction within which the conduct occurred. It is the responsibility of each regulator to consider the matter within their regulatory mandate and in accordance with the appropriate processes established by the regulator. The provincial or territorial regulator will render a decision on the matter within 90 days of receiving the Conduct Report.

Provincial and territorial regulators reserve the authority to share information related to misconduct occurrences with other regulators. In addition, an aggregated and anonymized annual report of misconduct occurrences, including a description of each incident, the jurisdiction involved, and the outcome, will be provided to all provincial and territorial regulators as well as the CExAC.

Possible outcomes

Warning or reprimand: A formal, written notice of the misconduct, with a warning that further violations could result in more severe penalties, including suspension of future exam privileges.

Suspension of future ExAC privileges: The Intern may be banned from writing a future exam for a period of time.

Invalidation of the exam results: The Intern's exam results for that exam year may be nullified. When an examination result is invalidated, the attempt will constitute one of the intern's three allowable attempts within the intern's three-year ExAC examination period.

Legal action: In extreme cases legal action may be brought against the Intern and/or the matter may be reported to the police, as necessary.

Appeals

It is the responsibility of each regulator to consider requested appeals within their regulatory mandate and in accordance with the appropriate processes established by the regulator.

Appendix A: Conduct Report Form (Sample)

Intern Information

Full Name: _____

Exam Date: _____

Candidate ID: _____

Exam Location: _____

Details of Occurrence

Time of Occurrence: _____

Location in Venue: _____

Invigilator(s) Involved: _____

Description of Misconduct (include what was observed, when, and by whom):

Evidence Collected

☐ Unauthorized materials confiscated (attach if possible)

☐ Witness statements collected (attach to report)

☐ Photographic evidence (yes/no): _____

☐ Exam materials flagged: _____

Intern Interaction

Was Intern informed of the inappropriate behaviour during the exam? (yes/no): _____

If yes, describe the communication briefly:

Follow-Up Action

- ☐ Intern allowed to finish exam
- ☐ Intern removed from exam room

All Conduct Reports will be referred to the architectural regulator in the candidate's home jurisdiction within five business days of receipt by the ExAC Coordinator.

Reporting Invigilator

Name: _____

Signature: _____

Date: _____

Reporting Test Supervisor

Name: _____

Signature: _____

Date: _____

Office of the Registrar Statistical Report

REPORTING PERIOD June 10 to September 1, 2026

**FOR COUNCIL MEETING
September 17, 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 include information on the activities of the following:

- The Experience Requirements Committee (ERC).
- The Complaints Committee.
- The Discipline Committee.
- The Registration Committee.
- Act Enforcement.
- 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 if an applicant has met the experience requirements prescribed by the regulations forming part of the eligibility requirements for the issuance of an OAA licence 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 the applicant has met the experience requirements prescribed by the regulations for the issuance of licence or limited licence. Additionally, the Committee will assess as to whether the applicant has met the experience requirements prescribed by the regulations for the issuance of licence or limited licence in matters related to [Exemption Requests to Council](#) as set out in Section 33 of the regulations.

- No assessments were held in this reporting period; which is not unusual during the summer months.
- Three assessments are to be scheduled.

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 Inquiries ¹	7
Total Complaints Opened During Period	3
Active Complaints with a CC Panel	9
Held in abeyance	0
Preliminary Review Stage	0
Closed	
Not referred (dismissed)	10
Not referred (withdrawn)	0
Not referred (caution)	2
Referred to Discipline	1
Registrar's Investigations ²	0
Good Character Investigation	0

Discipline Committee

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

Allegations may arise through:

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

The following are the statistics for the reporting period:

1. There are three (3) matters to be scheduled.

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

² Not yet referred to complaints

2. Two (2) cases were heard in the reporting period. Once the appeal period is closed, the Committee decisions are posted on the [OAA website](#).
3. One (1) matter is scheduled to be heard on October 27 and November 2 (two-day hearing).

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 Committee. The Committee hears the matter and makes a determination as to the proposal by the Registrar.

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

On July 5, 2024 the Chair of the Registration Committee ordered that further scheduling of Registration hearings be suspended until the Notice of Motion advanced by the AATO is resolved. This decision was communicated to all hearing applicants on July 8, 2024. In the Fall of 2025 independent legal counsel reconfirmed the Chair's position on the scheduling of hearings.

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

- One hearing was held during the reporting period.
- Five 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	7
Active files/ Ongoing investigations	5
Resolved by Legal Counsel	0
Resolved by OOTR for reporting period	1
Unable to locate	0
No breach found ³	1
Injunctions (ongoing)	0
Injunctions (resolved)	0

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).

³ Investigations were undertaken and no breach was found.

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.

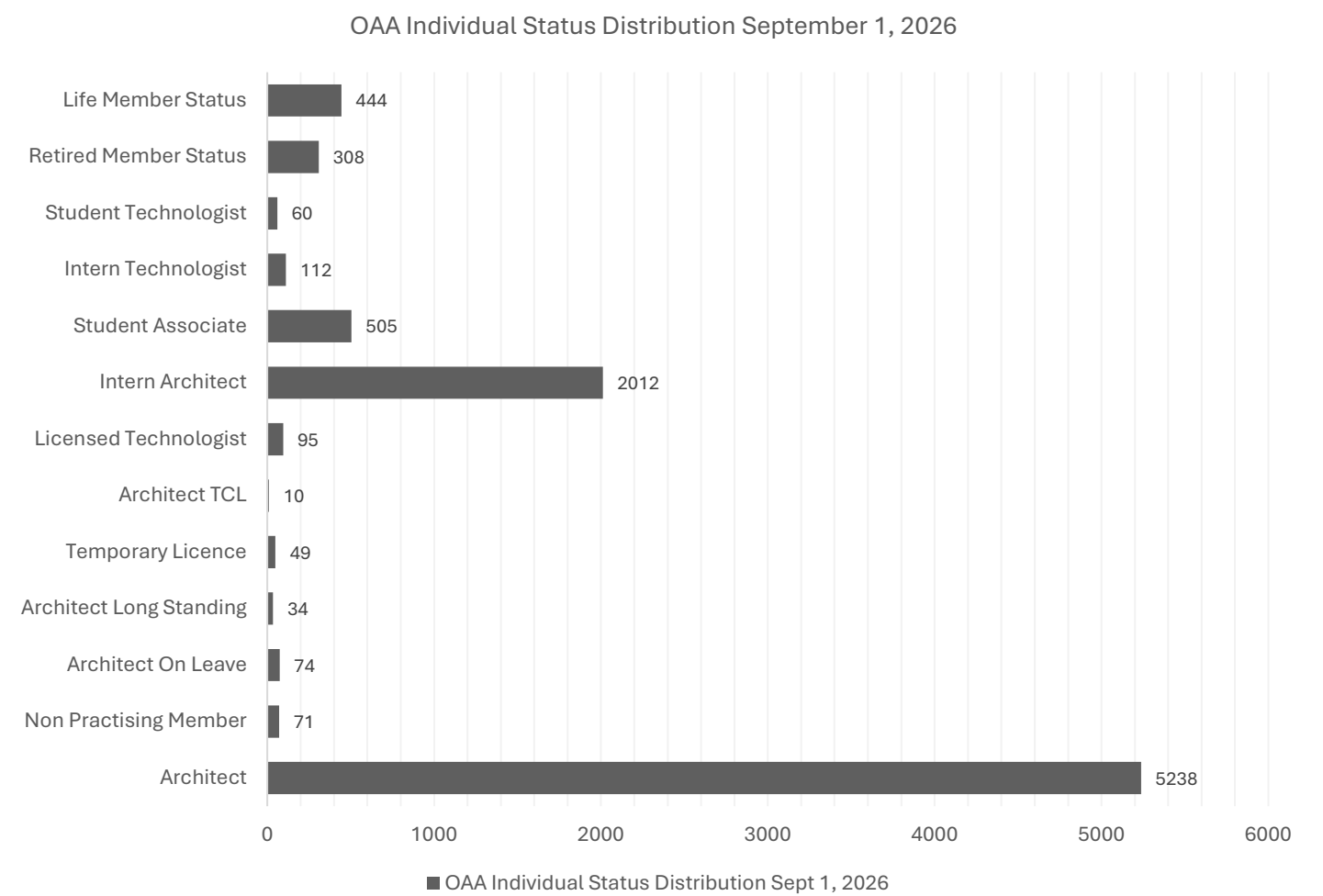
The OAA submitted its 2025 RICF report to the OFC March 27, 2026; the report is posted to the [OAA website](#) as per the FARPACTA requirements. On June 23, 2026, the OFC forwarded follow up questions to the report related to examination timing, assessment procedures, legislative monitoring, and domestic labour mobility. Responses were provided to the OFC questions on July 28, 2026.

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

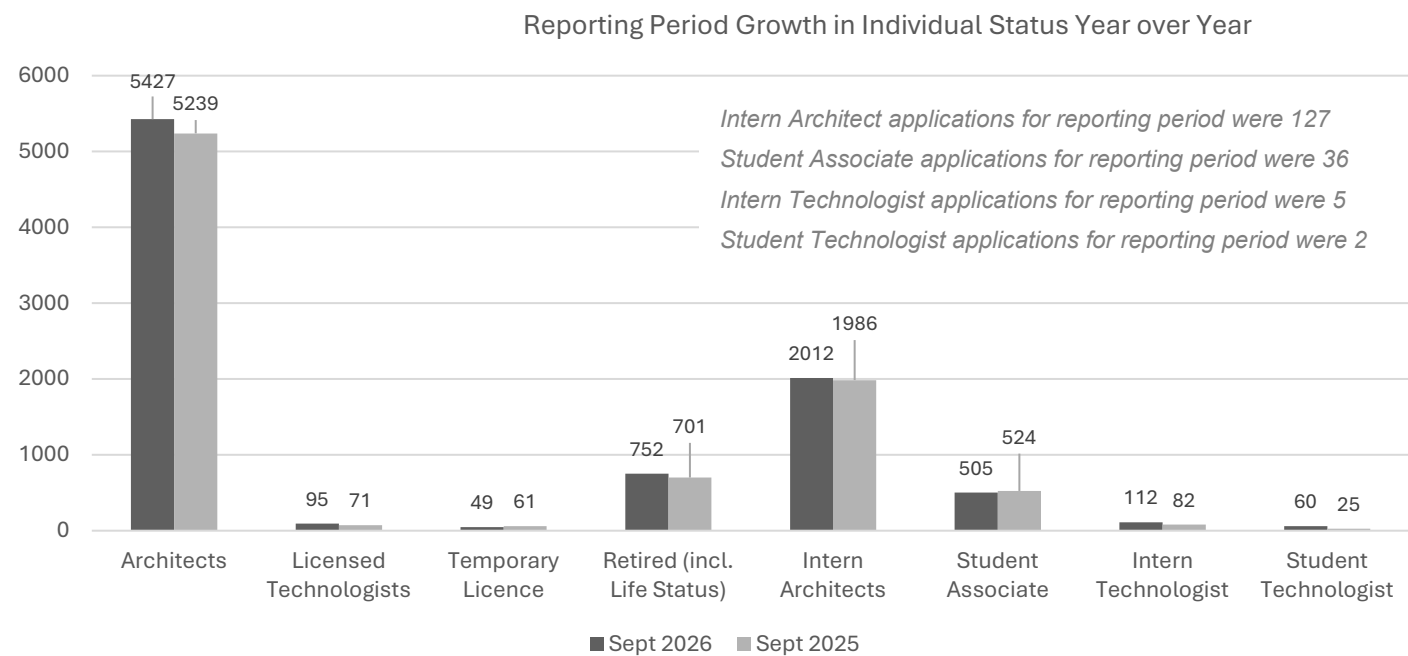
Office of the Registrar Statistics

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.

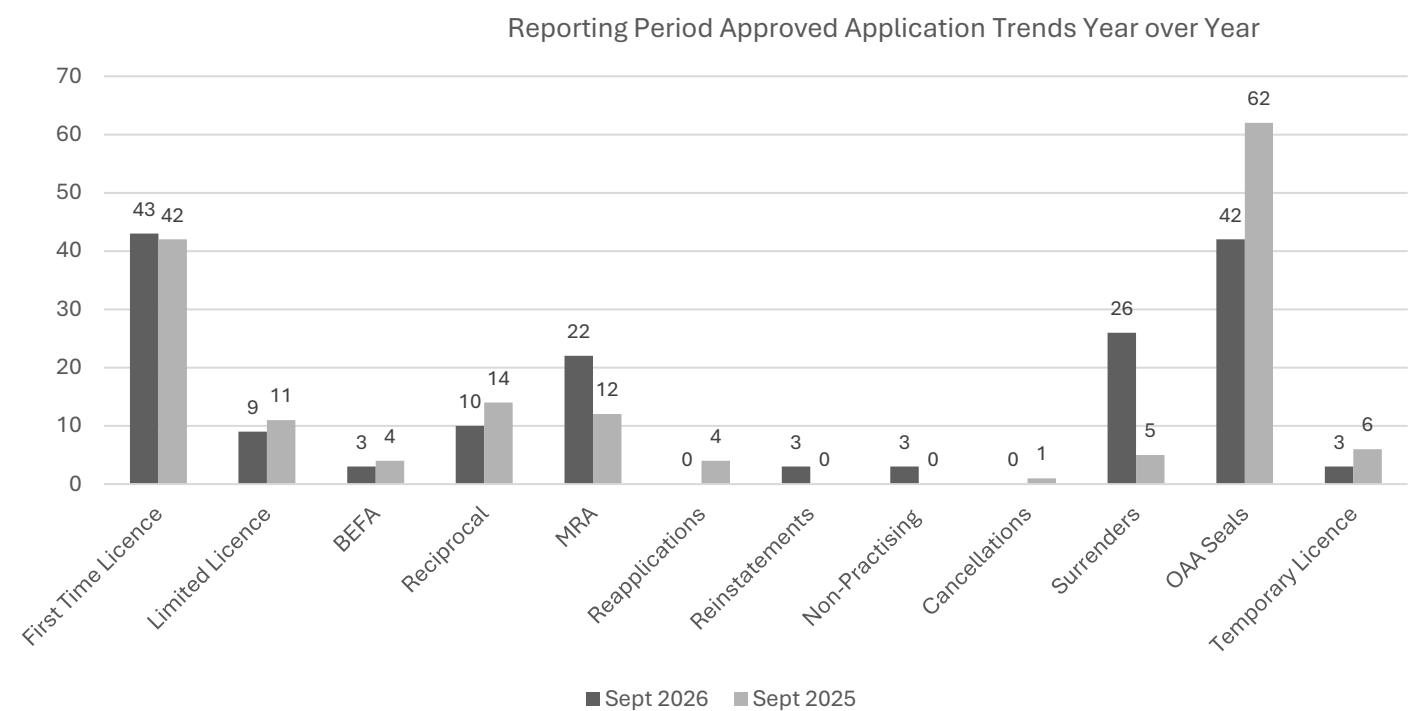
OAA Members and Status Holders



Growth in Individual Status



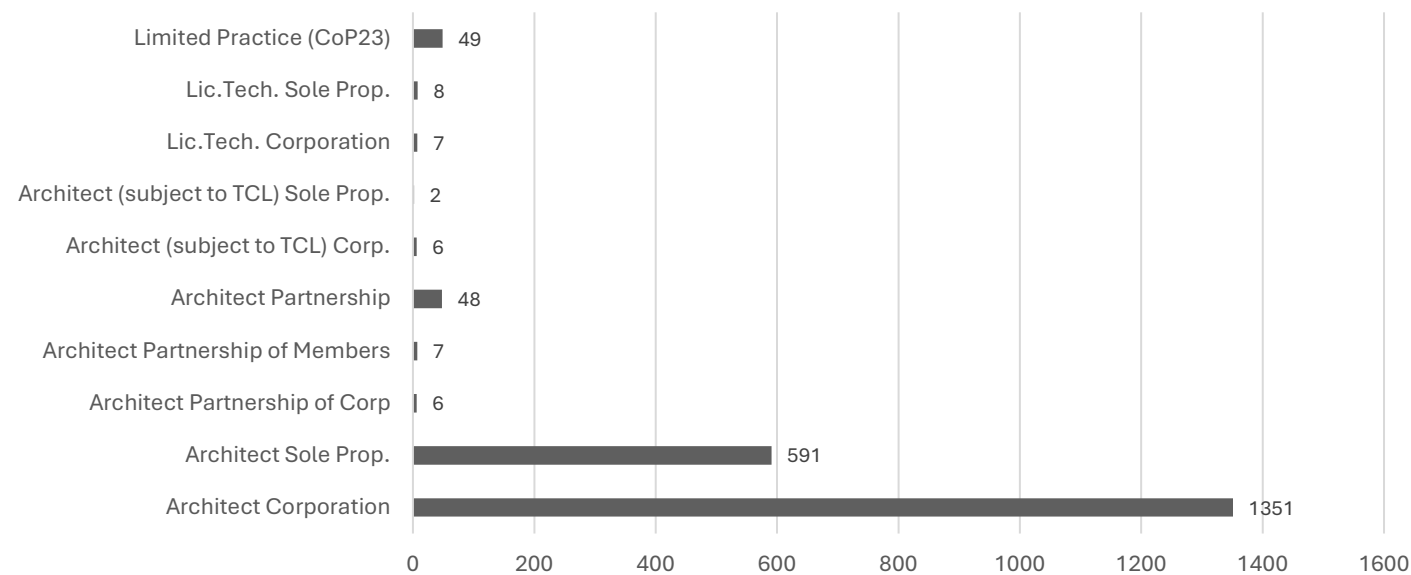
Licence and Limited Licence Applications



- Total applications received for the reporting period was 112, total issued 93.
- Of the 43 first time licence applicants, 21 were internationally educated applicants.

Certificate of Practice

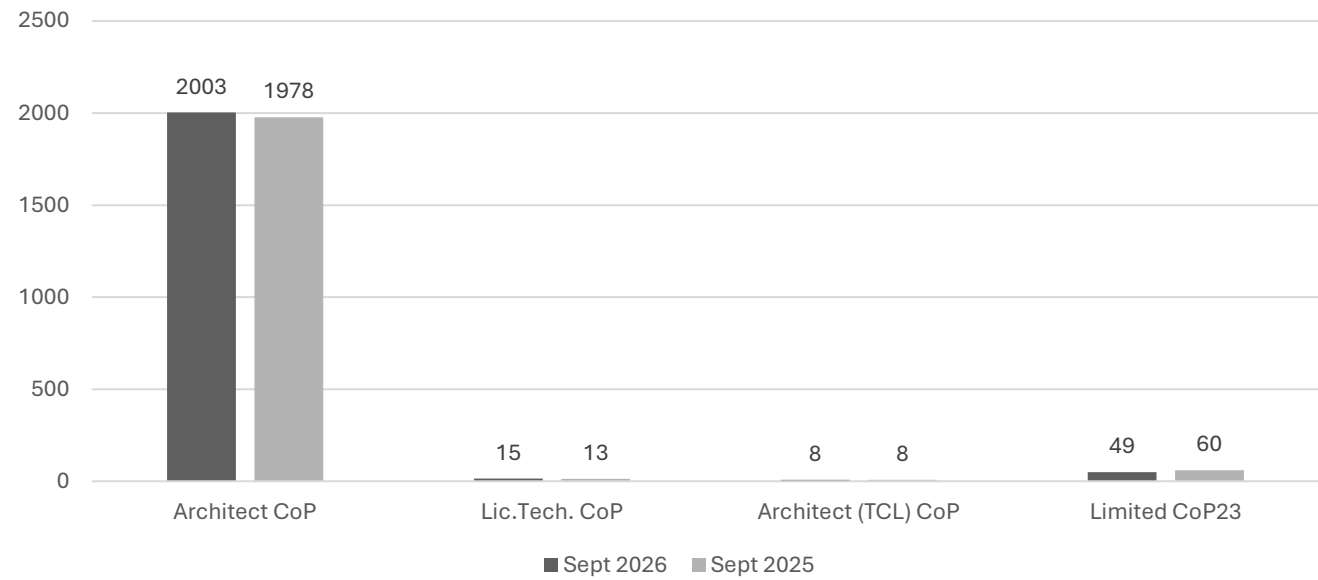
OAA Certificate of Practice Distribution as of Sept 1, 2026



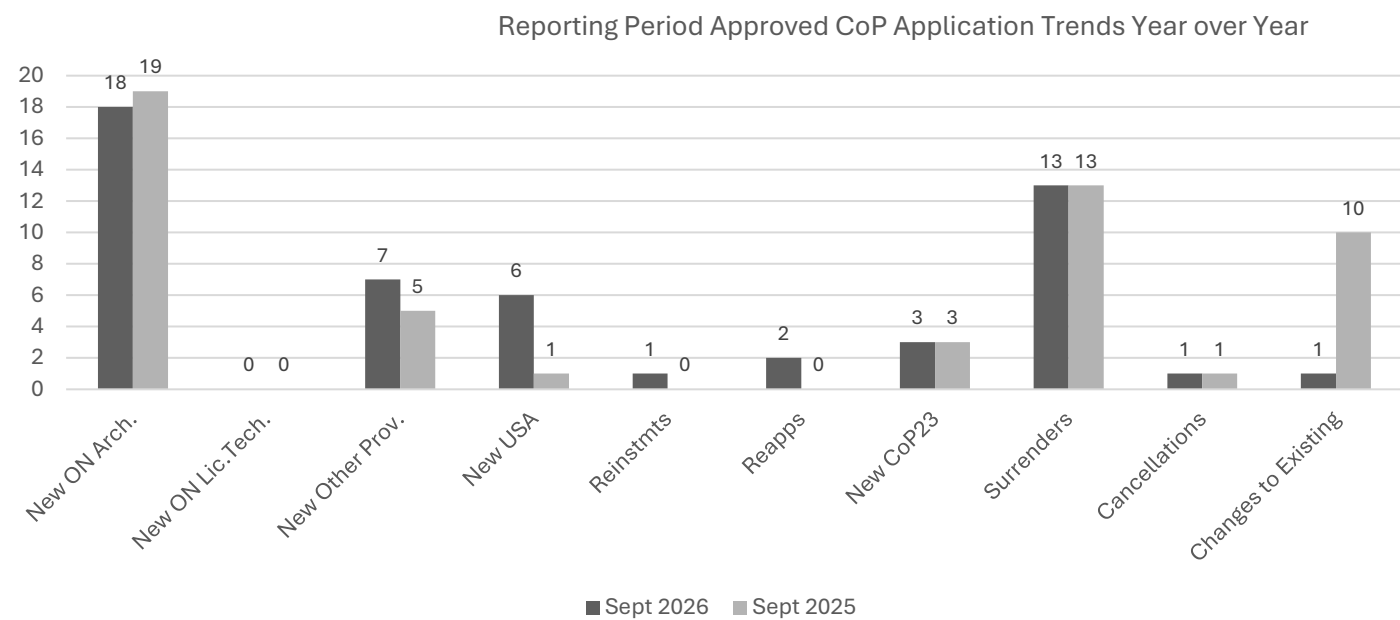
* TCL refers to "subject to terms, conditions. and limitations"

Growth in Practices

Reporting Period Growth in Practices Year over Year

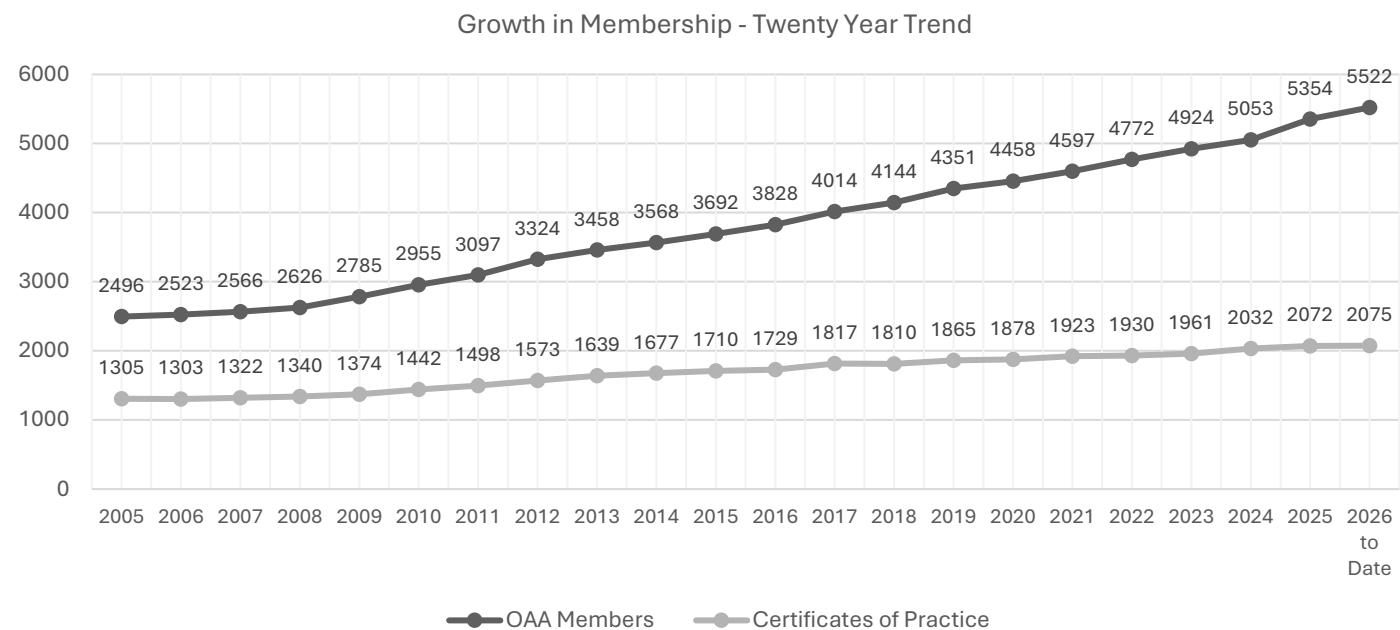


Certificate of Practice Applications



- Total CoP applications received for the reporting period was 41, total issued 35.

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
Angela Panacci	Clayton Payer
Anna Richter	Nicola Russo
Kristiana Schuhmann	Susan Spiegel
Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

**FOR COUNCIL MEETING
September 17, 2026
(open)
ITEM: 6.4.a**

From: Anna Richter, Senior Vice President and Treasurer

Date: September 3, 2026

Subject: Unaudited Financial Statements for the Nine Months Ended August 31, 2026

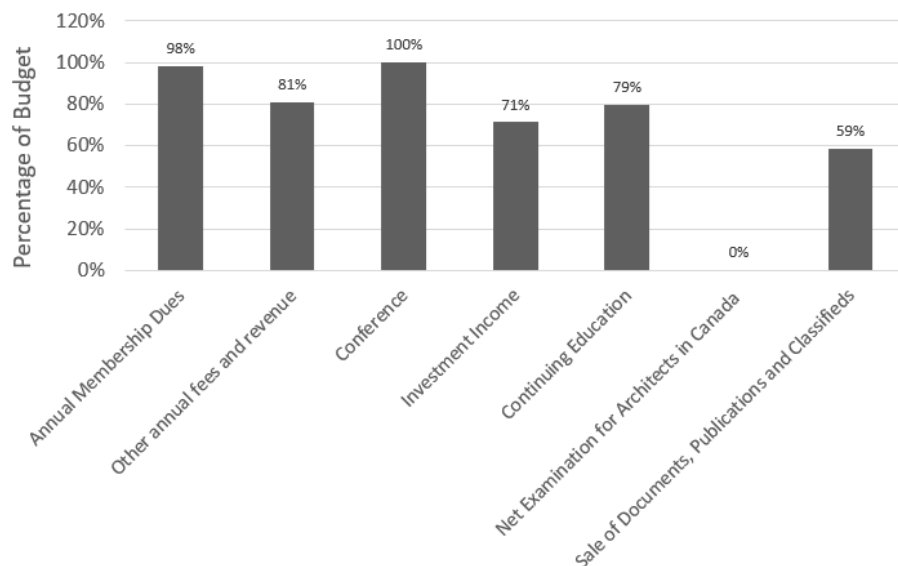
Objective: To provide the nine months (Quarter 3 of FY-2026) financial statements for Council information.

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

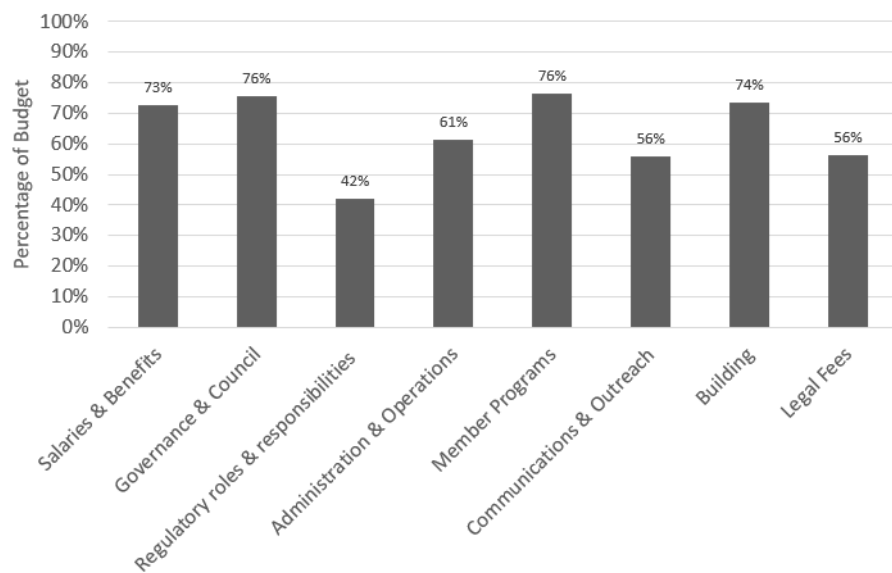
1. Balance Sheet;
2. Statement of Cash Flows;
3. Statement of Profit & Loss (comparing 2026 expenditures to 2025, and showing 2026 approved budget figures in accordance with new categorizations);
4. Council Policy Contingency Approved vs Spent (tracking approved expenditures to be charged to Council 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 August 31, 2026, Council has approved the following initiatives to be drawn from the Policy Contingency this year.

Allocated in 2026

May 12, 2026	Energy and Carbon Modelling Software	\$50,000
--------------	--------------------------------------	----------

The remaining amount in Policy Contingency is **\$102,315**.

Additional Items of Note

As of August 31, 2026, the following are additional items which Council should be aware.

Reserve Transfers During the Year

The OAA's three-year Reserve Allocation Plan continues to be monitored. As approved by Council at the March 2026 meeting, at the time of renewal for the current OAA mortgage, a payment of \$1,000,000 was made to the principal on July 2. The remaining principal balance of the mortgage is \$2,574,203.

Planned reserve allocations under the approved strategy will remain on hold until the end of 2026 Fiscal Year.

Revenue

Fees received to date are **\$8,311,915.83**. This figure represents 98.4% of the budgeted annual fees revenue.

The 2026 Conference Revenue final amount is **\$642,753.91**, which represents 84.4% of the budgeted revenue.

Continuing Education revenue has exceeded the annual budget by **\$32,149.50** during the third quarter, which is consistent with expectations as the current reporting cycle approaches completion.

Expenses

Expenses related to HR Administration have increased by **\$28,107.07** compared to 2025 year-to-date results. This variance is consistent with the budget and is primarily attributable to staff finder fees and training.

Council, Senior Management and Other shows an increase of **\$105,332.55**, primarily due to the \$30,000 for the Member and Practice Survey, as well as the approved Council Policy Contingency of \$50,000 for Energy and Carbon Modelling Software that now is grouped into this category.



Expenses continue to reflect a increase for Computer Maintenance of **\$32,397.37**, as a result of the anticipated software licensing costs related to Microsoft 365 reported in March 2026.

Further to the June FS Report the final accounting for the OAA's 2026 Conference indicates a deficit of \$5,493.91. While noting it is a deficit, it is much less than had originally been anticipated and budgeted for at **\$206,462**.

The Societies line item has increased by **\$62,628.64** reflecting the anticipated increase resulting from the approved changes to the Society Per Capita Funding allocations during the 2026 budget process.

Building Committee shows a decrease of **\$62,212.06**, which is related to the design phase of the Landscape Refresh project being completed in 2025.

Building Maintenance & Security reflects an increase of **\$55,954.80** in 2026, which represents required maintenance and repair of the HVAC system and elevator.

Depreciation has increased by **\$75,287.40** which is an anticipated impact of work completed for the Microsoft 365 and the Landscape Refresh Project. A final reconciliation of depreciation associated with the Landscape Refresh Project will be completed as part of the fiscal year-end process, based on the actual completion date of the project phases.

Legal Practice shows an increase of **\$24,536.68**, which is related to timing of invoices and project legal costs in 2025.

Action

None. For information only.

Attachments

Financial Statements for nine months ended August 31, 2026

Balance Sheet

Ontario Association of Architects

Description	2026 (08/31/26)	2025 (08/31/25)	2025(12 MONTHS)
BALANCE SHEET			
ASSETS			
CURRENT			
Petty Cash	500.00	500.00	500.00
Cash-CIBC	875,723.90	357,459.28	416,808.45
Term Deposits -General			19.19
NSF Cheques		2,025.42	
Pro-Demnity Accounts Rec.	(3,148.48)	(1,528.48)	(1,528.48)
Cash-Premier Investment Account (PIA)	12,142,807.50	12,037,467.57	9,994,230.21
Accounts Receivable	(539,170.78)	(534,555.27)	334,922.73
HST-Input Tax Credits	15,576.27	22,804.93	86,098.39
HST Receivables	38.37		
Prepaid Miscellaneous	(729.29)	300.56	
Long Term Member Account Receivables	7,750.00	7,750.00	7,750.00
Accured Interest			
Prepaid Expense	38,036.74	152,480.02	251,634.55
Inventory	5,480.61	8,933.83	8,805.83
Total Current	12,542,864.84	12,053,637.86	11,099,240.87
LONG TERM			
Land	470,000.00	470,000.00	470,000.00
Building Additions	1,987,158.51	2,851,122.66	1,789,007.70
Furniture & Equipment	491,338.99	504,659.75	487,388.33
Computer Equipment	2,308,916.94	2,075,662.69	2,020,420.87
Website Development	182,351.86	381,165.43	168,662.86
Building-111 Moatfield Drive	10,939,465.76	10,939,465.76	10,939,465.76
TOTAL PROPERTY & EQUIPMENT	16,379,232.06	17,222,076.29	15,874,945.52
Accumulated Depreciation-Building Additions	909,690.22	1,892,674.37	753,468.22
Accumulated Depreciation-Furniture & Equipment	313,655.40	302,510.86	277,041.20
Accumulated Depreciation-Computer	1,164,892.72	1,029,483.28	875,456.77
Accumulated Depreciation-Website Development	112,832.65	323,850.18	88,972.15
Accumulated Depreciation-Building	3,113,203.23	2,839,484.63	2,908,090.48

Balance Sheet

Ontario Association of Architects

Description	2026 (08/31/26)	2025 (08/31/25)	2025(12 MONTHS)
Total Accumulated Depreciation	5,614,274.22	6,388,003.32	4,903,028.82
Net Fixed Assets	10,764,957.84	10,834,072.97	10,971,916.70
Investment in Pro-Demnity	68,525,232.00	55,846,966.00	68,525,232.00
Total Assets	91,833,054.68	78,734,676.83	90,596,389.57
LIABILITIES			
CURRENT			
Accounts Payable	112,705.36	4,566.88	355,816.27
Refund Clearing	9,217.52	20,706.03	
CExAC Payable	597,050.00	451,861.76	
CExAC Operating Fund	241,170.69	357,464.83	800,778.85
Stale Dated Refund			
HST Payable	4,413.14	19,098.28	16,171.03
RBC-LTD Clearing	61.35	(1,766.13)	
Deferred Revenue	845,586.79	629,774.67	1,027,662.38
Mortgage Payable - Current	52,961.94	48,457.44	193,829.76
Total Current	1,863,166.79	1,530,163.76	2,394,258.29
LONG TERM			
Mortgage Payable - Long Term	2,521,241.22	3,715,071.04	3,521,241.28
Total Long Term Liabilities	2,521,241.22	3,715,071.04	3,521,241.28
Total Liabilities	4,384,408.01	5,245,234.80	5,915,499.57
EQUITY			
Members' Equity	78,799,806.05	64,836,541.08	78,799,806.05
Major Capital Reserve Fund (Internally Restricted)	2,636,209.44	2,721,116.06	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)	2,767,756.67	2,686,742.38	
Members Equity Closing	87,448,646.67	73,489,274.03	84,680,890.00
Total Liabilities & Equity	91,833,054.68	78,734,508.83	90,596,389.57

Statement of Cash Flow

Ontario Association of Architects

Description	YTD
Operating Activities:	
Excess (deficiency) of revenue over expenses	2,767,756.67
Add Items not involving Cash	
Amortization of Property and Equipment	711,245.40
Loss on disposal of Property and Equipment	
Net Change in non-cash working Capital items:	
Account Receivables	946,197.26
Inventories	3,325.22
Prepaid Expenses	214,327.10
Account Payable & Accrued Liabilities	(208,148.09)
Deferred Revenue	(182,075.59)
Major Capital Reserve Fund(Internally restricted)	
Operating Reserve Fund (internally Restricted)	
Legal Reserve Fund (Internally Restricted)	
Cash Flow from Operating Activities	4,252,627.97
Financing Activities:	
Short-term deposits	(2,148,558.10)
Mortgage Payable-Current	(140,867.82)
Mortgage Principal Repayment	(1,000,000.06)
Cash flows from financing activities	(3,289,425.98)
Investing activities:	
Short Term Investments	(19.19)
Purchase of Property & Equipment	(504,286.54)
Cash Flow from Investing Activities	(504,305.73)
Net increase/(decrease) in cash during the year	458,896.26
Cash, beginning of year	
Cash, end of period	458,896.26
Cash Ending Balance-Per Balance Sheet	458,896.26
Difference	

OAA – Profit and Loss Statement

Ontario Association of Architects

Description	Actual YTD (2026)	Actual YTD (2025)	Annual Budget (2026)	Budget Projection (2026)	YoY Variance	NOTES: re YoY Variance
Revenue						
Annual Membership Dues	8,311,915.83	8,009,945.05	8,444,822.01	8,468,116.02	301,970.78	Anticipated increase related to increase in membership and fees
Membership Fees	6,177,383.74	5,916,096.84	6,301,621.86	6,290,829.34	251,286.90	
Application Fees	136,652.00	150,924.00	155,798.68	155,798.63	(14,272.00)	
Certificate of Practice Fees	1,958,962.60	1,926,800.06	1,922,513.47	1,956,600.00	32,162.54	
Other Member Fees	38,917.49	16,124.15	64,888.00	64,888.00	22,793.34	
Other annual fees and revenue	27,742.49	5,135.00	39,420.00	34,300.00	22,607.49	
OAA License Requirements	17,422.50	4,000.00	14,700.00	18,000.00	13,422.50	Timing of AC Revenue Split Payment from UofT
Other Income (Awards, Discipline Recovery, PSC)	10,319.99	1,135.00	24,720.00	16,300.00	9,184.99	Awards were not held in '25
Conference	642,753.91	705,193.00	761,850.00	642,753.91	(62,439.09)	Expected based on location
Investment Income	274,197.24	285,243.62	385,000.00	385,000.00	(11,046.38)	Related to GIC Term Ending '25
Continuing Education	138,619.50	60,012.40	106,470.00	174,470.00	78,607.10	Expected increase for End of Cycle
Net Examination for Architects in Canada (ExAC)			114,840.00	114,840.00		
Sale of Documents, Publications and Classifieds	41,082.29	32,850.17	70,000.00	70,000.00	8,232.12	Increase in Stamp/Seal Orders
Total Revenue	9,436,311.26	9,098,379.24	9,922,402.01	9,889,479.93	337,932.02	

OAA – Profit and Loss Statement

Ontario Association of Architects

Description	Actual YTD (2026)	Actual YTD (2025)	Annual Budget (2026)	Budget Projection (2026)	YoY Variance	NOTES: re YoY Variance
Expenses						
Salaries & Benefits	3,425,858.00	3,137,661.45	4,714,159.00	4,714,159.00	288,196.55	
Salaries & Benefits	3,362,410.44	3,102,320.96	4,629,159.00	4,629,159.00	260,089.48	Related to budgeted increase
HR Administration	63,447.56	35,340.49	85,000.00	85,000.00	28,107.07	Staff Recruiting Fee & Training
Governance & Council	490,260.98	375,475.67	646,748.75	646,748.75	114,785.31	
Liaison with Gov't & Other Organizations	162,868.89	153,416.13	174,600.00	174,600.00	9,452.76	Timing of CACB and ROAC Invoices
Council, Senior Management and Other	327,392.09	222,059.54	472,148.75	472,148.75	105,332.55	Includes Council Policy Development Contingency, plus \$30k budgeted for Practice Survey
Regulatory roles & responsibilities	176,361.80	162,125.56	420,974.20	420,974.20	14,236.24	
OAA License Requirements	114,645.58	122,555.94	186,390.00	186,390.00	(7,910.36)	Timing of ExAC OAA Jurisdiction Invoices
Regulatory Committees	61,716.22	39,569.62	234,584.20	234,584.20	22,146.60	Timing of Invoices
Administration & Operations	425,807.23	390,856.91	706,544.87	692,599.00	34,950.32	
Documents & Other	17,267.18	17,484.90	22,000.00	22,000.00	(217.72)	
Business Expense	128,340.05	128,818.80	222,387.00	222,387.00	(478.75)	
Computer & Maintenance	178,895.00	146,497.63	346,907.00	346,907.00	32,397.37	Anticipated Increase in Renewal Security
Insurance	101,305.00	98,055.58	115,250.87	101,305.00	3,249.42	

OAA – Profit and Loss Statement

Ontario Association of Architects

Description	Actual YTD (2026)	Actual YTD (2025)	Annual Budget (2026)	Budget Projection (2026)	YoY Variance	NOTES: re YoY Variance
Member Programs	765,655.19	1,090,335.01	1,454,221.92	1,097,435.10	(324,679.82)	
Continuing Education	19,086.54	19,482.88	40,000.00	40,000.00	(396.34)	
Conference	448,569.93	855,299.26	979,741.52	648,203.91	(406,729.33)	Budgeted difference due to location
Societies	225,989.67	163,361.03	287,748.00	287,748.00	62,628.64	Increase in Per Capita Funding
Comms - Honours and Awards	62,943.44	47,443.57	87,740.00	62,490.79	15,499.87	Anticipated difference for bi-annual awards program
Practice	9,065.61	4,748.27	58,992.40	58,992.40	4,317.34	
Member Surveys						
Communications & Outreach	184,487.76	167,164.99	330,182.56	330,182.56	17,322.77	
Communications	148,461.55	132,397.86	292,294.56	292,294.56	16,063.69	Timing of Invoices
Web site	36,026.21	34,767.13	37,888.00	37,888.00	1,259.08	
Building	1,030,075.91	961,923.88	1,348,570.71	1,400,230.06	68,152.03	
Building Committee	39,274.47	101,486.53	145,000.00	145,000.00	(62,212.06)	Landscape Design Cost in 2025
Utilities	1,640.55	1,403.22	2,500.00	2,500.00	237.33	
Tax and Mortgage Expenses	107,343.72	108,459.16	142,625.91	142,625.91	(1,115.44)	
Building Major Capital Reserve Fund						
Building Maintenance & Security	170,571.77	114,616.97	110,115.06	161,774.41	55,954.80	Increase Cost Related to Maint.
Depreciation	711,245.40	635,958.00	948,329.74	948,329.74	75,287.40	Anticipated increase with upgrade/landscape.

OAA – Profit and Loss Statement

Ontario Association of Architects

Description	Actual YTD (2026)	Actual YTD (2025)	Annual Budget (2026)	Budget Projection (2026)	YoY Variance	NOTES: re YoY Variance
Legal Fees	170,047.72	126,093.39	301,000.00	301,000.00	43,954.33	
Legal-Business/Operations	45,141.23	42,718.00	90,000.00	90,000.00	2,423.23	
Legal/Audit-Regulatory	98,245.32	81,250.90	170,000.00	170,000.00	16,994.42	Increase in Discipline Hearings
Legal-Practice	26,661.17	2,124.49	41,000.00	41,000.00	24,536.68	Timing of Projects
Legal-Reserve						
Total Expenditures	6,668,554.59	6,411,636.86	9,922,402.01	9,603,328.67	256,917.73	
SURPLUS(+)/DEFICIT(-)	2,767,756.67	2,686,742.38		286,151.26	81,014.29	
Other Items						
Total Expenditures	6,668,554.59	6,411,636.86	9,922,402.01	9,603,328.67	256,917.73	
Total Revenue	9,436,311.26	9,098,379.24	9,922,402.01	9,889,479.93	337,932.02	
SURPLUS(+)/DEFICIT(-)	2,767,756.67	2,686,742.38		286,151.26	81,014.29	

OAA - Council Policy Development Contingency

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

Ontario Association of Architects

Description	Actual YTD (2026)	Actual YTD (2025)	Annual Budget (2026)
Committees			
Standing Committees	16,115.33	4,902.73	68,746.96
OAA Goverance Committee	12,394.99	2,121.00	35,000.00
Finance & Audit Committee			
Communications & Public Education Committee (CP	619.56	1,352.84	13,894.56
Practice Resource Committee	3,100.78	1,428.89	19,852.40
Policy Advisory Coordination Team (PACT)	370.88	3,319.38	37,640.00
Statutory Committees	182,223.60	125,190.29	363,187.24
Council and Executive Committee	120,507.38	85,620.67	128,603.04
Discipline Committee	31,357.50	10,262.50	66,269.70
Complaints Committee	14,197.18	23,873.26	61,024.68
Experience Requirements Committee (ERC)	13,498.04	4,033.86	36,401.32
Registration Committee	2,663.50	1,400.00	70,888.50
Discretionary Committees	39,274.47	101,486.53	145,000.00
Building Committee	39,274.47	101,486.53	145,000.00
Committees Total	237,613.40	231,579.55	576,934.20

OAA-Statement of Equity

Ontario Association of Architects

Description	Actual YTD (08/31/26)
Total Members Equity	87,448,646.67
Less: Current YTD Surplus	2,767,756.67
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	8,190,754.68
YTD Unrestricted Members Equity	2,083,819.37

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
Angela Panacci	Clayton Payer
Anna Richter	Nicola Russo
Kristiana Schuhmann	Susan Spiegel
Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

**FOR COUNCIL MEETING
September 17, 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
Jose Power	

Date: August 25, 2026

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

Objective: To provide updates on CPEC activities since the June 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 August 21 with key members of OAA Staff to review two items of business: selecting the location for Conference 2028 and developing a shortlist of potential jurors for the SHIFT2027 Challenge.



Conference Location 2028

As part of their terms of reference and annual work plan, CPEC is tasked with selecting the location for the OAA's Conference for recommendation to Council. Council will recall that the next planned Conference is scheduled for 2028.

CPEC members unanimously voted in favour of Mississauga, Ontario, as the clear frontrunner for a successful 2028 Conference. Full details can be found in a dedicated memo.

SHIFT 2027 Jury Shortlist

As per their terms of reference, CPEC is tasked with recommending jury members for the OAA awards programs, including the biennial SHIFT Challenge.

OAA Staff solicited recommendations from OAA Council, volunteers, and staff for appropriate jurors for consideration. A list of 22 candidates was presented to CPEC for review and evaluation.

Using established guiding criteria, including a strategic focus on Climate Action and EDI, as well as diversity of geography and experience level, the Committee identified and ranked **12 candidates** for the jury shortlist as well as **two** potential facilitators, to be contacted in order of preference until **all five jury slots are filled**.

OAA Staff will begin outreach to potential jurors in September 2026. The final jury will be shared with Council in a future memo.

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 platform offers the OAA valuable, direct access to one of its key public audiences—K-12 students—that are otherwise difficult to reach given rigorous school board requirements.

Currently, the OAA provides content to the Chatterhigh 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 amid 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.

The Committee heard feedback from two CPEC members who trialed the platform and found that it did not meet their expectations. Rather than discard the platform entirely, their recommendation is to explore other similar platforms (such as Blueprint) to ensure that visibility remains high in the career-planning stages of secondary school education;

diversifying the OAA's presence on such platforms increases the odds that more students will be exposed to content about the path to licensure. OAA staff will explore options and report back to the committee.

Website

Under the OAA's Public Outreach Plan developed by CPEC in 2023, the OAA Website is identified as a key service and communications channel for public education and awareness. As such, in 2024, CPEC recommended that staff explore the feasibility of a UX audit, including preparing a budget for consideration by the OAA Finance and Audit Committee. That budget has been submitted and included in the OAA's budget for fiscal year 2027. Refer to a separate agenda item regarding approval of the proposal.

Podcast

A new episode of the OAA podcast, *Architecturally Speaking*, is now available on the OAA website, YouTube, and all major podcast streaming services. Episodes air bimonthly, with the next episode scheduled to be posted in early October.

Action

None. For information only.

Attachments

None.

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
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Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

FOR COUNCIL MEETING
September 17, 2026
(open)
ITEM: 6.5.b

From: Governance and Human Resources Committee

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

Date: August 20, 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 August 11, 2026. This memo summarizes the priority items discussed at the meeting.

Act Modernization

The Committee reviewed and discussed an update from the Registrar and Executive Director regarding the work plan for the Act Modernization project and next steps. As continually noted, the Act Modernization project is a multi-year process and includes policy as well as administrative matters. The Committee reviewed the status of items approved at the June Council meeting, as well as the approach to the next portions of the work plan.

Council Vacancy Appointment Process

The Committee followed the process outlined in the Appointments to Council Vacancies 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 receive the Committee's



recommended shortlist and supporting documentation at the September meeting to consider the current vacancy appointment.

Risk Registry

The Committee reviewed the updated risk register format, which provides an overview of the purpose and function of the risk register and sets out the OAA's current inherent risks, the mitigation strategies in place, and the resulting residual risk. The Committee was satisfied with the approach and presentation of the information by the Executive Director.

OAA Society Governance

The Committee continued the conversation in regard to Society governance. The Committee reviewed the progress of a local society regarding their risk mitigation strategies related to having employees. The Committee noted that continuous progress is being made to address specific risks related to any Society that has employees to ensure compliance with legal requirements as well as best practices.

Demographics Survey

The Committee reviewed the declining trend in survey participation rates and agreed that it would be appropriate to defer the next administration of the EDI survey until 2028, which will include other approaches to collecting the data.

Policy Review

As part of the Committee's Work Plan, the Committee reviewed proposed updates to the AI Usage Policy. Refer to separate agenda item within this package in regard to the updates for Council approval. The Committee also reviewed updates to the OAA employee General Office policy.

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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Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

**FOR COUNCIL MEETING
September 17, 2026
(open)
ITEM: 6.5.c**

From: Building Committee

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

Date: September 9, 2026

Subject: Update from the OAA Building Committee & Landscape Project

Objective: To provide Council with an update on the activities of the Building Committee, including the status of the landscape project.

The Building Committee met on September 8, 2026.

Landscape Project

The Committee received an update from Joe Lobko, Client Advisor, on the status of the Landscape Project. Construction began in July 2026. Lobko noted that the timeline of the project has been extended slightly, but that the cost of the project remains on budget. He noted that planting will likely be completed in spring 2027. The full report from Lobko on the status of the project is attached to this memorandum.

Facility Assessment

As part of the Facility Assessment, Tim Faulker, Project Manager, Mechanical & Electrical at WSP, provided the Committee additional information regarding 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.

Building Reserve Fund Study

The Building Committee provided direction to proceed with an update to the Building Reserve Fund Study in 2027. This update is in line with what has been proposed in the Report over the course of the 30-year timeline. Keller will be requested to conduct the update in the new year. The cost has been included in the 2027 Budget.

Action

None. For information.

Attachments

OAA Headquarters Renewal Update from Joe Lobko



View from Moatfield Drive of ongoing construction – late August 2026

Report Contents

- 1 Update on Construction Progress
- 2 Schedule Update
- 3 Contract/Budget Update

OAA HQ Landscape Revitalization

Building Committee – Council Update – September 4, 2026

OAA HQ Landscape Revitalization Update - Summary of Construction Progress

The following summarizes the progress of the construction process to the end of August 2026:

- **Construction Start Date** – July 15
- **Shop Drawings, Submittals in Process** – Perforated Pipe and Fabric, Bio-Retention Soil & Soil Mix, Granular Material, Mulch, Drains, Orifice Plate & Headwall, Helical Piles, OGS Manhole, Structural Steel, Rebar, Soil Testing Results, Trench Drain, Irrigation system design, amended Mock-up.
- **Proposed Change Notices, Site Instructions, Change Orders** – Monitoring Wells Removal, Revised Railing/Deck Mock-Up, Existing Retaining Wall Removal, Tree Removal and Protection, Hex Paver Colour, Structural Steel Purlins/Beams, Arborist Report Update, Irrigation System Plumbing/Electrical Connections, Grading Update below deck.

Construction Progress

- **Construction Site Perimeter** – Construction/Security fencing in place. Silt fencing complete. Temporary pedestrian entrance stair installed from adjacent north driveway.
- **Demolition and Removals** – Driveway pavers removed. Pedestrian entry pavers removed – portion to be re-installed have been cleaned and stacked. Existing concrete retaining wall closest to Moatfield removal underway. Existing sod, topsoil and subgrade removed in area of bio-retention cell along Moatfield north of the driveway.
- **Tree protection** for municipal trees along Moatfield complete as per Toronto requirements. Tree protection on site also complete using temporary metal fencing.
- **Approvals** – Tree removal and protection permits amended to reflect updated arborist report.



Tree Protection fencing along Moatfield



Temporary Pedestrian Stair Entry from North Driveway



Perimeter / Silt Fencing along Moatfield Dr. frontage



Silt & Tree Fencing south of driveway – Monitoring Well



Paving removed at front entry



Pedestrian paving removed – pier foundations exposed



*View from Moatfield
Exposure of concrete retaining wall to be removed*



Building column pier foundations exposed



Portion of existing concrete wall removed

August 20, 2026

Project: OAA – Landscape Project

RE: Breakdown of schedule scope of work

Attention: Joe Lobko

Dear Joe,

The timeline below is reflective of the project start time of July 15th, 2026, and lead times of major components. Not inclusive of any unforeseen impacts.

Current schedule

1. Civil to begin week of August 24th – 1 week
2. Helical piles – shop drawings still in re-submittal process. Once approved -1-2 week of install
3. Concrete – Rebar shop drawings currently with JA – once approved rebar to be fabricated and delivered to site – dependent on fabrication queue
4. Anticipated install of all concrete grade beam soon after rebar arrival
5. Shop drawings for steel mock up and scope currently under review
6. Once Grade beam form and poured – as built for steel structure can begin. Steel Deck –industry standard for subcontractor to do as-built measurements prior to fabrication, this include concrete grade beam and helical piles once install is completed
7. 8-10 weeks for fabrication. Delivery and install to follow – TBD amount of time.
8. All electrical work being done in tandem to steel being installed.
9. While above is ongoing – SC will be working on the driveway, curbs, front entrance and parking lot. As well bioretention area grading will be underway and completed prior to steel arrival
10. During this time planting, terraseed, mulch and irrigation will be ongoing.
11. SC anticipated goal to open driveway access to parking lot and front entrance (safely) will be November.

Schedule Update – Somerville

12. Once steel structure is erected wood deck can begin. Wood deck to begin end of November

13. Crew will work through winter months in effort to keep schedule moving forward. With exception of inclement weather.

Somerville Construction is committed to advancing the work as efficiently as possible within the project constraints and identified lead times. Where opportunities exist to expedite individual activities during regular working hours, Somerville will make every reasonable effort to do so. Our project team will also continually review the construction sequence to identify activities that can be performed concurrently or in tandem with other work, with the objective of reducing the overall number of working days reflected in the schedule.

Where acceleration or resequencing is feasible without compromising safety, quality, required inspections, approvals, or subsequent work, Somerville will implement these opportunities to maintain project momentum and achieve the earliest practical completion date. All scheduling and anticipated completion timelines remain subject to unforeseen site conditions, obstructions, weather impacts, material or fabrication delays, approval timelines, and other circumstances beyond Somerville Construction's reasonable control.

The review of the project schedule will be discussed at our bi-weekly meetings and can be adjusted where applicable as the scope moves forward.

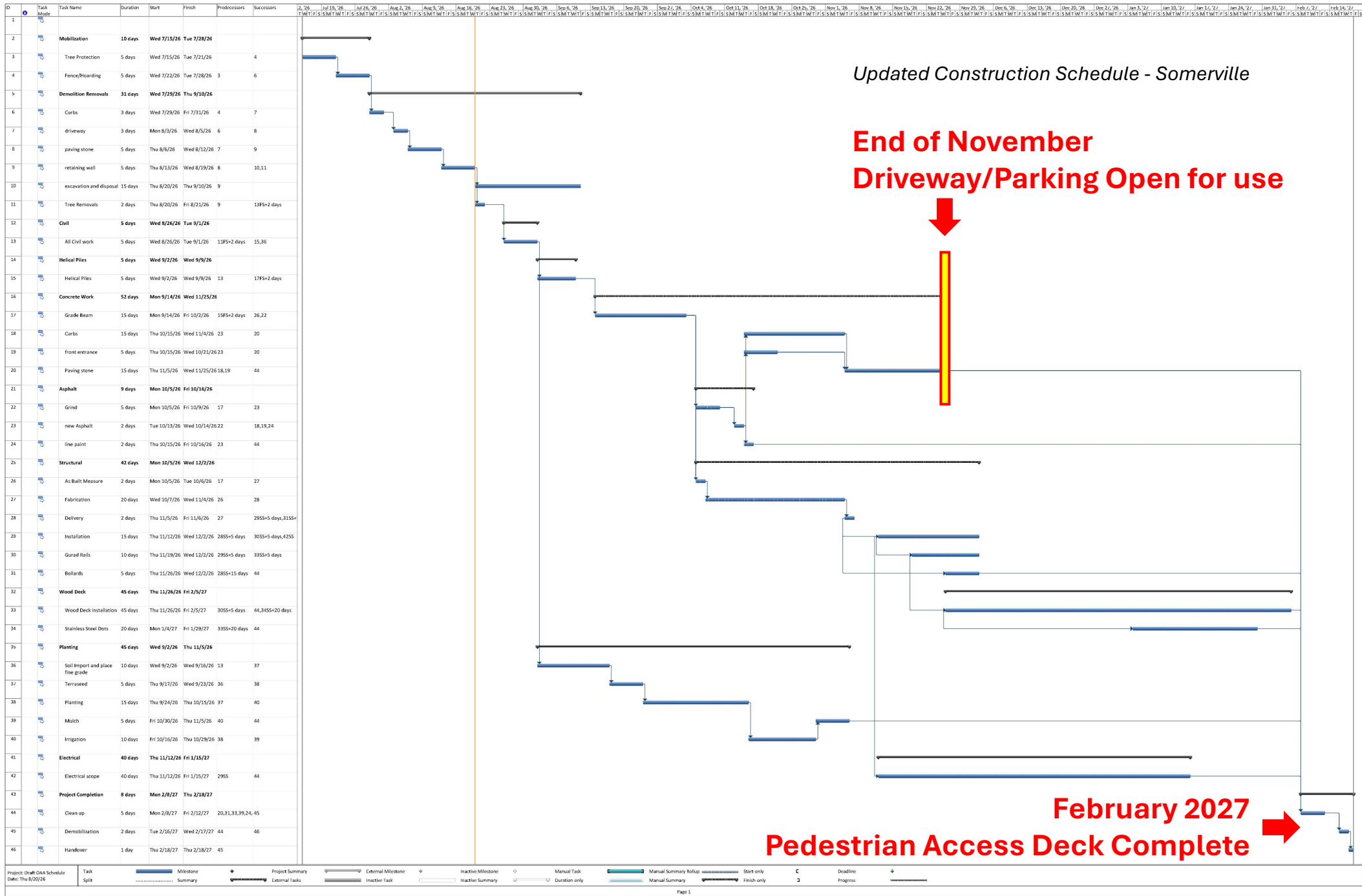
Trusting you will find the above satisfactory,

Sincerely,

Somerville Construction



Alexia MacLeod, President



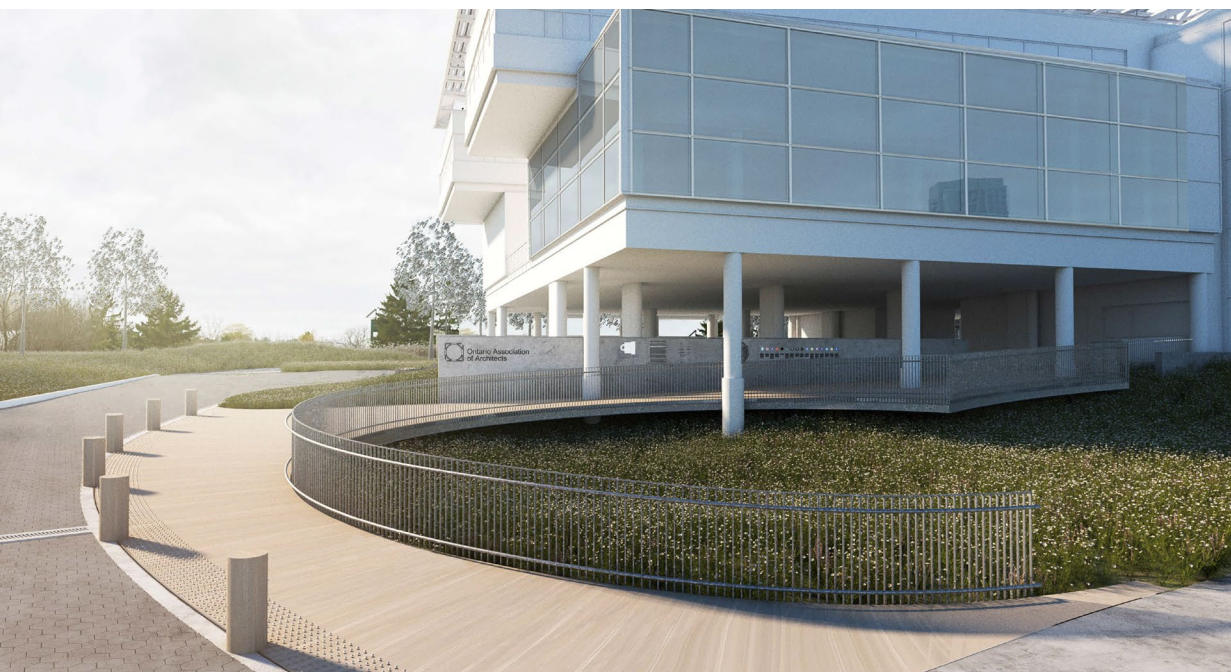
Contract/Budget Update

The CCDC 5B Construction Management contract was modified through a Change Order earlier this Summer to reflect the adjustment to a Fixed Price Contract arrangement. Construction Start Date: mid July

The OAA team has developed a series of cost summary charts to enable ongoing tracking of each component of the project's expenses to ensure that the project remains within the overall project budget previously approved by the OAA Council. These components include:

- 1 Design Team Fees & Expenses
- 2 Miscellaneous Project Expenses incl. permits
- 3 Construction including Contingencies

Overall costs remain within the previously approved project budget, including a construction phase contingency.



List of Change Orders and Proposed Change Notices to date:

Change Orders (COs):

- 1 *Contract Update* - Modification of the CCDC 5B Contract to a Fixed Price arrangement – July 15 start date of construction.
- 2 *Contract Credit* – adjustment for minor overbilling by the Construction Manager during the pre-construction phase of the contract.
- 3 *Monitoring Well Removal* – Removal of two Monitoring Wells remaining from the previous building renovation project.

Proposed Change Notices (PCNs):

- 1 *Irrigation System Mechanical and Electrical* – scope of work related to additional design work required subsequent to the Contract update, to provide for a water connection to the building for the proposed irrigation system, as well as the related controls.
- 2 *Arborist Report Update* – potential minor scope of work adjustment related to an update of the earlier arborist report regarding existing tree protection and removal.
- 3 *Existing Retaining Wall to be removed* – potential minor scope of work adjustment related to the placement of additional below grade insulation to provide frost protection to the existing column piers.
- 4 *Railing / Deck Edge Mock-Up* - additional scope of work to provide more of the critical detailing for review and confirmation, related to the construction of the curved railing for the pedestrian deck.

Design Team Fees:

- 1 *Addition of Mechanical Engineering Scope* - WSP was engaged subsequent to the onset of construction to provide mechanical engineering design services needed to describe the scope of work required for a new water connection to the proposed irrigation system.

Memorandum

To: Council

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Donald Ardiel	J. William Birdsell
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Thomas Yeung	

FOR COUNCIL MEETING
September 17, 2026
(open)
ITEM: 6.5.d

From: Kristiana Schuhmann, Vice President & PRC Chair

Date: September 8, 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 fourth meeting of 2026 on Thursday, August 20. The meeting was conducted virtually and focused on the following key items:

General Updates:

PRC members were briefed on the June 2026 Council meeting, including the OAA landscape project, the launch of the 2027 SHIFT Architecture Challenge and the 2027 Call for Volunteers.

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

Various public consultations have been launched recently, and PRC was provided a brief overview of what is recently submitted, which includes a response to government's [consultation on the Ontario Building Code](#). OAA also submitted some comments around the [CSA Standard S478:26 – Durability in Buildings](#).

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 Practice Tip [PT. 18 Pre-Qualifications of Contractors](#) (refer to attachment 1): Minor revisions were made to the Practice Tip, including editorial and formatting changes, updates to resource references. PRC also provided additional feedback which may be considered as a second phase of revision in the future. The membership will be made aware of the minor revisions via the September 2026 Practice Newsletter.

Various OAA Documents – Work in Progress

Resources Impacted by Amendments to the *Construction Act*: With legislation in effect on Jan. 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 (refer to CCDC update below). 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..

Updates to [PT.36.1 \(Energy Modelling\)](#): The committee received an update on the development of PT.36.1 Every Architect Needs to Know About Energy Modeling. Staff advised that the draft is being refined to focus on the purpose of energy modelling and key risk management considerations for Certificate of Practice holders, while technical reference material is expected to be incorporated into appendices. PRC supported this approach, noting that it will improve readability while allowing supplemental content to be updated more easily as requirements and industry practices evolve. A revised draft is expected to be presented in the fall.

Updates to [PT. 38 \(Durability\)](#): Staff provided a recap of discussions from the June 4 PRC meeting, including an update on research undertaken over the summer, insights gained through participation to the public consultation on [CSA S478:26 Durability in Buildings](#)., and a proposed outline for PT.38 was also presented. PRC was invited to provide feedback on the draft.

OAA Model Procurement Templates – [RFSQ](#) & [RFP](#): PRC was advised that revisions continue to be refined based on committee feedback received to date and that engagement with industry professionals is being planned to gather additional perspectives on procurement practices and the proposed updates. Feedback from this consultation, along with input from Pro-Demnity and legal counsel as appropriate, will help inform the next phase of revisions. In parallel, maintenance updates are being made to the OAA's [Qualifications-Based Selection](#) (QBS) landing page and related resources to ensure supporting information remains current and aligned with the evolving procurement guidance.

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. Work is expected to continue in the fall.

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. Work is expected to continue in the fall.



Document Maintenance to [PT.23.0 Series](#) on [CCDC Contracts](#) and [PT. 25 Design-Build: Using OAA 600-2021](#): Staff presented a proposed phased approach to updating the resources, prioritizing the most frequently used Practice Tips (on CCDC 2 and CCDC 5B) while also considering whether future guidance may be needed to address emerging project delivery models, such as Progressive Design-Build and Integrated Project Delivery. The timing of this work is also being coordinated with the anticipated update to the OAA Contract Suite in 2028-2029. In the interim, PAS is working with the Communications team to incorporate updated language and notices across affected Practice Tips and related web resources to help ensure members have access to current information while the broader review is underway. Staff also reported on the review of the [OAA-OGCA Supplementary Conditions to CCDC 2-2020](#), which identified provisions requiring legal review for consistency with the *Construction Act* as well as several minor maintenance updates. A meeting with the Ontario General Contractors Association (OGCA) has been scheduled to review the proposed revisions and confirm the path forward. Committee members supported the proposed prioritization strategy and noted that evolving procurement and project delivery practices may warrant a more frequent review cycle to ensure Practice Tips remain current and relevant.

Other General Practice Topics/Emerging Issues Discussed:

[Use of AI in Practices](#): The committee discussed emerging use of artificial intelligence (AI) by municipalities to support building permit and planning application reviews, and the potential implications for architectural practice. PAS is monitoring developments, noting that the City of Burlington has implemented an AI-assisted pre-submission review tool for low-rise residential applications. Members observed that such tools may help identify compliance issues earlier in the process, improve consistency in application intake, and enhance efficiency for both applicants and review staff. PRC also discussed potential challenges associated with AI adoption, including the reliability and accuracy of AI-generated outputs, data privacy considerations, and whether such tools will meaningfully address broader staffing and capacity challenges within Authorities Having Jurisdiction (AHJs). Staff advised that the AI pre-check process currently appears to be optional. The committee agreed that this remains an evolving area and should continue to be monitored for its potential impact on the profession and regulatory review processes.

Roundtable Discussion - [New York City High-Rise](#) Stability Concerns and Existing Conditions Risk: During the roundtable discussion, committee members considered a recent New York City high-rise project that attracted attention back in July 2026 due to concerns regarding structural stability before being deemed safe. The discussion focused on the importance of verifying existing conditions in projects involving additions or modifications to existing buildings, as well as the associated professional and risk management considerations. Members referenced industry commentary questioning the role and value of independent peer review in complex projects. It was also discussed that claims arising from issues related to existing conditions can extend beyond the immediate project, potentially affecting adjacent properties and interconnected building systems. Committee members observed that such incidents may renew industry focus on due diligence, risk assessment, and the challenges of integrating new work within existing structures.

Action

None. For information only.

Attachments

Attachment 1: REDLINE - Practice Tip PT. 18 Pre-Qualification of Contractors.

Pre-Qualification of Contractors

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Summary

Pre-qualification of contractors prior to the bidding phase is often a desire of public or private clients wishing to limit the bidders to a group of contractors who have demonstrated experience and capability with similar projects and that will be enthusiastic about bidding the work. Architects-Certificate of Practice holders (holders) can assist the client and provide professional advice in a pre-qualification, as an additional service.

There are specific procedures that should be followed for a client's pre-qualification process so that it is fair and transparent to avoid potential claims from an unsuccessful proponent. The Canadian construction industry standard document, CCDC 11 – ~~2016-2019~~ Contractor's Qualification Statement, should be used as a primary source of pre-qualification information.

Architects-Holders can assist and provide professional advice with a pre-qualification and evaluation but the decisions must be made by the client/owner.

Background

Pre-qualification can help limit contractors to those who have demonstrated the necessary financial capacity, relevant experience and human resources for the project. Most contractors will prefer a limited number of bidders who are fair competition where the odds of success are in reasonable balance with the efforts expended to prepare the bid.

Architects-Holders' basic or traditional services include for assistance and advice to the client in obtaining bids; however, this does not extend to a pre-qualification process which is considered an additional service not required on all projects. The needs of the particular project and client will vary considerably. Submission of a CCDC 11 may be all that is required on one project. Another may require the consultants to prepare advertisements, lengthy pre-qualification documents, complicated scoring, rating, evaluation and reporting.

When narrowing the list of bidders, there are specific procedures which should be followed, in order to be objective and transparent, and to avoid the possibility of the bid process going awry and leading to costly litigation against the client and architect.

Suggested Procedure

1. Include in ~~agreements-contracts~~ with clients that pre-qualification of bidders is an additional service. This is listed as a separate line item under "Bidding/Negotiation Phase" in Schedule 3 – Additional Services "GC 3 Provision of Additional Services" of the OAA 600-~~2013-2021~~ standard form of contract for professional services with July 1, 2018 Amendments, and OAA 600-2013 with Amendments to October 1, 2019 Standard Form of Contract for Architect's Services.
2. If a pre-qualification process is deemed appropriate by the client, review objectives, options, policies and procedures that will be adhered to in arriving at a pre-qualified list of bidders. Remind clients that ~~an~~ architectholders can provide assistance and professional advice, but the final decisions must be theirs.

3. Clients should be made aware that, despite language that may be included in the bid documents entitling the client to select other than the low bid, a pre-qualification process creates legal expectations that the award will go to the lowest bid from a pre-qualified bidder. The clients should obtain their own legal advice.
4. Develop an evaluation point system and instructions to proponents to suit specific project priorities. Require all proponents to submit a CCDC 11 statement. Suggested criteria for the evaluation system could include: number of years in business, volume of construction in the past five years, principal projects, similar projects, major projects underway, office personnel, site personnel, etc. The scoring system should be as clear and simple as practical, minimizing discretionary ratings. Obtain the client's concurrence on ratings, scoring, weighting, etc.
5. State in the instructions to proponents that a rating formula will be used to arrive at a list of qualified bidders and the criteria for selection; (e.g. the top five highest rated, or all those that achieve a rating above a certain number.)
6. Advertise, receive responses, evaluate, and report the results to the client for his/her decision. Report results, avoid recommendations.
7. Once a decision has been reached by the client, ~~it~~ inform all proponents of the results.

References

CCDC 11 – 2016-2019 Contractor's Qualification Statement

CCDC 29 – 2016 A Guide to Pre-Qualification

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

Memorandum

To: Council

Lara McKendrick	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Maxine Blais	Jim Butticci
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FOR COUNCIL MEETING
September 17, 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: September 1, 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 June 24 and will meet next on September 24. During their June meeting, the Committee discussed next steps related to its work on Design Catalogues and made selections of the 2026 Queen's Park Picks.

Design Catalogues Roundtable – Next Steps

As a follow up to the Design Catalogues roundtable that PACT hosted in May, a member survey was open from July 14 to August 4. Members were made aware of it via OAA News and strong participation with the survey was received. At their September meeting, PACT will review the survey results and discuss recommendations to advance to Council for their review and approval.

Draft recommendations will be presented to Council at the December meeting.



Queen's Park Picks

With the nine 2026 Queen's Park Picks selected, the research team compiled research and drafted write ups over the summer. Work is now underway to finalize the bOAAg articles and exhibit boards in preparation for the November 3 event at Queen's Park.

Additionally, MPPs have been invited to attend the evening reception, and work is underway to invite selected MPPs to deliver formal remarks at the event.

MPPs will also be invited to attend one-on-one meetings with PACT Chair and OAA President. At the September PACT meeting, the Committee will discuss possible policy items that may be advanced during MPP meetings. In recent years, policy items that have been covered include:

- Opportunities to streamline Site Plan Approval;
- Reforms to Schedule G of the *Condominium Act*;
- Recommendations to advance housing affordability; and,
- Evidence-based design recommendations to improve Long-term Care.

If Councillors have questions about this year's event or would like to register to attend, please contact Sara Trotta, Manager, Policy and Government Relations at sarat@oaa.on.ca.

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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Thomas Yeung	

FOR COUNCIL MEETING
September 17, 2026
(open)
ITEM: 7.1

From: Christie Mills, Registrar

Date: August 18, 2026

Subject: Regulatory Notice Update

Objective: To inform Council of a revision to Regulatory Notice RN.01

The purpose of this memo is to bring to Council's attention a revision to Regulatory Notice RN.01. The revision consists of one edit only: the removal of the words "and date," as shown in the redline version appended to this memo.

This edit is necessary to ensure strict alignment with the requirements established under the Act and its regulations. While members are not precluded from including a date with their seal, the inclusion of a date is a best-practice option rather than a regulatory requirement.

In support of this distinction, PAS is preparing a new draft Practice Tip that will provide guidance on best practices for the use of seals, including the optional inclusion of a date.

Action

None. For information only.

Attachments

Appendix 1 – Redline version of revised Regulatory Notice RN.01



OAA Professional Seal

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Regulatory Framework

OAA membersⁱ (members) must use the professional sealⁱⁱ issued to them by the OAA in accordance with the rules governing the use of professional seals contained in the Ontario [Regulation 27](#) (the regulations) under the [Architects Act](#) (the Act) and any applicable laws, regulations, and bylaws that may apply in a particular scenario. Specific seal provisions are established in Section 42 of the regulations, including:

For the purpose of the Act, “professional misconduct” means,

18. Using a seal that has not been issued under this Regulation.

19. Affixing a seal or permitting a seal to be affixed to a design that was not prepared in its entirety under the personal supervision and direction of a member or a holder of a temporary licence.

21. Failure of a member or holder to affix his or her seal and signature through the imprint of his or her seal to every design prepared under his or her personal supervision and direction and issued or exhibited to a person who is not a holder and is either submitted as part of an application for a building permit or is issued for the construction, enlargement, or alteration of a building, except in the case of an open competition in which anonymity is a requirement.

22. Failure of a member or holder to return a seal to the Registrar upon cancellation, revocation, or suspension of a licence, certificate of practice, certificate of practice issued under Section 23 of the Act or temporary licence, dissolution of a corporation or partnership, termination of a practice of architecture or project described in a temporary licence or certificate of practice issued under Section 23 of the Act, or when no longer required to use a seal in his or her capacity as an employee.

Further, Section 1 of the Act defines design as follows:

“design” means a plan, sketch, drawing, graphic representation, or specification intended to govern the construction, enlargement, or alteration of a building or a part of a building; (“plan”)

The ownership of every seal issued by the OAA is retained by the OAAⁱⁱⁱ. The public interest (and the legislation) demands that a member’s seal always remain the property, and under regulatory control, of the OAA. As stipulated in the above regulation reference, a member’s seal must be returned when that person ceases to be a member or able to practise and in other circumstances established in the regulations.

To meet these regulatory requirements, an OAA member can only obtain a seal from the OAA, and it must be returned on demand.

Background and Considerations

The following are key considerations that must be addressed when contemplating the use of an OAA seal, delivery of documents issued for the construction, alteration, or enlargement of a building, and digital authentication of documents.

Descriptions in this Regulatory Notice relating to “sealing” documents are shorthand and include the expectation that the application of a member’s seal will include the member’s signature ~~and date~~.

An OAA seal is a representation to the public—including clients, other consultants, approval-granting entities such as local governments and authorities having jurisdiction, contractors, consultants, and sub-trades—that not only does the OAA member who applied it take responsibility for the document, but also the document was prepared by that OAA member or under their personal supervision and direction.

The seal is a solemn confirmation that a qualified, licensed member is sufficiently aware of the relevant considerations that went into the design such that, in the member's opinion, the design is ready for publication and intended to be relied upon and used by others for the purposes intended.

An OAA member's essential obligations with respect to the seal are not affected by the size or type of the project or the stage of approval. The fact that a building, such as a single-family home, may not require a member's services under the Act does not diminish the professional responsibility associated with sealing a design. As long as the architectural services are being provided by an OAA member (having the required certificate of practice [CoP]), the member's responsibilities and the public's expectations are no less than if the building required a member under the Act. Similarly, the member's responsibilities to seal designs, and the public's expectations, are no less at an earlier approval stage, such as for development permit application.

Practical Use and Procedures

Subsection 42(21) of the regulations establishes the documents that require the application of a seal by the member who prepared them or who provided supervision and direction of their preparation. It is not relevant to a member's statutory and professional conduct obligations whether an authority (or client) has a seal requirement or expectation that differs from the obligations of the regulations.

For example, it is not acceptable to dispense with the sealing requirements merely because a particular authority does not require development permit drawings to be sealed—whether that “requirement” derives from advice, policy, or customary practice. The proper use of an OAA member's seal is a matter for the Act and the Regulations, not expectations established by local governments, clients, or others.

In general, any item prepared in its entirety under the personal supervision and direction of an OAA member as verification that the requirements under legislation are met and that the design can be used to govern the construction of a building is to be sealed.

An OAA seal is required on the following documents that govern the construction, enlargement, or alternation of a building:

Drawings

All designs that govern the construction, enlargement, or alteration of a building issued by an OAA member for approval by an authority or for reliance by a client or third party, including the general public, must be sealed. This includes (but is not limited to) drawings submitted for rezoning, committee of adjustment, site plan control, building permit, tender, construction drawings, addenda, issued for construction, and drawings accompanying change orders, change directives, and site instructions.^{iv} Drawings submitted for amendments to applications must also be sealed.

Documents prepared for approval purposes under seal may be qualified as incomplete. Sealed documents that do not represent a final design ready for construction, such as pre-tender drawings, or development permit applications must state specific purpose of the documents to avoid misinterpretation; such as “Preliminary,” “Issued for SPA,” and/or “Not for Construction.” Members sealing documents must clearly indicate any qualifications.

Drawings used for internal purposes within the architectural firm generally need not be sealed. Similarly, drawings prepared solely for discussion purposes between architectural firm and authority having jurisdiction, client, or consultants need not be sealed; indeed, if such drawings were not prepared by or under the supervision and direction of an OAA member, they must not be sealed. Drawings prepared and delivered for the purpose of seeking fee proposals from consultants, including other OAA members, need not be sealed, but the drawings themselves should include a notice to indicate the specific purpose behind their preparation and delivery.

Specifications

All specifications for the construction, enlargement, or alteration of a building issued by an OAA member for approval or reliance by a client or third party must be signed and sealed. Where specifications are issued in separately bound or binder format, as opposed to already “sealed” as an integral part of sealed drawings, the first appropriate page of the specification document should be sealed. When bound specifications include drawings (or any other instrument of

service) that must be sealed on their own merits, such documents should be sealed separately within the bound document.

In summary, members must seal:

- drawings, specifications, reports, or documents that govern the construction, enlargement, or alteration of a building, that are complete and intended to be relied upon.
- documents issued to authorities having jurisdiction for development permit and building permit purposes— additionally, sketches and drawings accompanying applications for site plan control, committee of adjustment, or rezoning documents as they govern the construction, enlargement, or alteration of a building.
- construction documents that govern the construction, enlargement, or alteration of a building issued to the contractor and owner.
- drawings and accompanying site instructions, change orders, or change directives that alter a document that has already been sealed or is to be added to the contract documents.

Inappropriate Use of a Professional Seal

Given the importance of an OAA seal—symbolically, professionally, and from a liability point of view—it should not be used indiscriminately. The seal is intended for application on designs produced in connection with rendering architectural service; it is not a “business seal” for use on fee proposals, business letters, contracts, etc. An OAA professional seal should not be confused with a corporate business seal, which is intended for entirely different purposes. Application of a member’s seal when corresponding with authorities or with the OAA is inappropriate and may signify a lack of understanding of the nature and purpose of the seal. The mere fact that a document is issued from a member’s practice is itself insufficient grounds to warrant application of the seal.

“Record” or “as-built” drawings must never be sealed. Such drawings are largely produced by, or based on information provided by, other parties, and typically include information that represents concealed conditions. OAA members must not attest to the accuracy of record or “as-built” documents by applying a signature and seal.

An OAA member must never apply a seal to title blocks on blank drawing sheets, blank letters, or any other incomplete or unchecked document. Any apparent convenience of “pre-sealing” such documents is dramatically outweighed by significant liability, insurance coverage, and professional conduct consequences.

An OAA member must never apply a seal to other consultants’ documents.

An OAA member must not seal documents that were not prepared by them personally or under their personal supervision and direction.

In summary, members must not seal:

- documents not prepared under an OAA member’s personal supervision and direction (including, for example, “progress” drawings used for internal coordination or discussion between the OAA member, client, and consultants);
- as-built documents produced by the contractor or based on information provided by others;
- blank drawing sheets, blank letters of assurance, or blank schedules for authorities having jurisdiction;
- competition documents where anonymity is a requirement; and
- legal documents requiring a corporate seal or other kinds of business documents such as fee proposals.

Who Can Apply an OAA Seal

Section 41 of the regulations provides that a seal may be issued to an OAA member who is:

- a holder of a certificate of practice;
- a member of a partnership that holds a certificate of practice;
- an employee of the Crown of Canada, a crown agency, sole proprietorship, partnership, or a corporation, if required to use a seal in the member's capacity as an employee; or
- an officer, director, or full-time employee of a holder of a certificate of practice who personally supervises and directs the practice of architecture by the holder of the certificate of practice.

Members are reminded that an OAA member's seal must never be applied by a member (whatever the member's title or role) simply upon a perfunctory check without due personal supervision and direction.

The regulations establish an expectation that the OAA member who prepared the documents or who had direct knowledge, supervised, and controlled the preparation of documents requiring a seal, must seal them. This means that the member having comprehensive, coordinated knowledge of the documents and who has exercised professional judgment that the documents are ready for publication and reliance by others should be the one applying a seal, not a colleague (principal or otherwise) with inadequate knowledge of, or involvement with, a project.

The ability of member employees to obtain and use a seal strikes a balance between the restrictions on the use of a seal and the requirement to obtain a certificate of practice and the need for architectural firms to manage risk and the limits of authority of those working for them. The regulations do not dispense with the expectation that owners, sole proprietors, and partners will continue to sign and seal documents prepared by them or under their personal supervision and direction. Rather, to ensure that such members, often referred to as "principals" of firms, are not sealing documents simply because they are "principals," the member(s) most directly involved in the preparation, supervision, and direction of the preparation of key documents should be the individual applying their seal. This allows firms to establish which members have the authority to sign and seal documents issued under the firm's title block, in keeping with the requirements in the regulations.

No firm is entitled to force or pressure an OAA member to sign and seal a document for which that member is not prepared to take the requisite responsibility. Conversely, if a firm is not prepared to authorize individual members who are preparing documents or who are supervising and directing their preparation to sign and seal such documents, it must ensure another member can and does satisfy the expectations established by the regulations to seal those documents.

Seal application and control are tied to insurance. OAA members applying their seals should have risk, control, liability, and insurance discussions to ensure that any risks, real or perceived, are understood and appropriately managed. OAA members who had not previously been applying their seals on behalf of a firm should ensure that the firm's professional liability (errors and omissions) insurance policy coverage provides adequate coverage, or that suitable alternative insurance is in place. OAA members and firms concerned about longer-term liability should review "retirement/post action" policies and other means of addressing liability after retirement, change of employment, firm closure, key-person loss, etc. All parties should seek out appropriate legal and insurance advice for these discussions.

Care and Control of an OAA Seal

Seals are issued by the OAA to certain members for their use while they are registered as members. As set out in subsection 42(22) of the regulations, any person who ceases to be a member "must return the seal to the Registrar." This statutory expectation applies upon cancellation, revocation, or suspension of a licence, certificate of practice, certificate of practice issued under Section 23 of the Act or temporary licence, dissolution of a corporation or partnership, termination of a practice of architecture or project described in a temporary licence or certificate of practice issued under Section 23 of the Act, or when no longer required to use a seal in their capacity as an employee. As part of their cessation and estate planning, members should provide suitable instructions to their executors, administrators, agents, or family to ensure that the seal is returned to the OAA.

The seal should be kept safely secured. Members are expected to advise the OAA promptly if the seal is lost, stolen, or compromised and to bring in a damaged seal to the OAA for replacement. The seal must never be altered for any reason.

Misuse of an OAA Seal

In general, misuse of an OAA seal is considered among the more serious breaches of a member's duty to the public. Underscoring the gravity of the matter is the fact that the use of the seal is addressed specifically in the regulations. Many of the concerns relating to misuse of the seal are found throughout this Regulatory Notice, including the fundamental expectation that the OAA member who prepared the document or personally supervised and directed its preparation must apply the seal and signature.

An OAA seal is not for sale, and the term "rubber stamping" is an appropriately derogatory term to describe any member who applies a seal to documents that they did not personally prepare or personally supervise and direct. Requests to do so are often sparked by clients looking to have their 'in-house' design (or that provided by a non-member consultant) sanctioned by a professional. Such misuse of the seal brings the architectural profession and the validity of the seal as a public representation of professional qualifications and responsibility into disrepute. The stakes are even higher when an OAA member applies a seal to a non-member's drawing, because it appears to legitimize, and thereby aids and abets, the unauthorized practice of architecture by unregistered individuals and businesses. Aiding and abetting unauthorized practice is professional misconduct under the regulations.

Sealing and Translated Documents

The *Official Languages Act* requires Public Services and Procurement Canada (PSPC) to communicate with the public in both English and French. When professionally sealed documents are published online as part of PSPC's obligations, they must generally be in both official languages. However, not all jurisdictions include provisions allowing for issued for tender translations of professionally sealed documents. OAA members and practices must make arrangements to address any necessary translation of their documents in a manner that complies with their professional obligations, including the requirement that all sealed documents are prepared under the personal supervision and direction of the member/holder.

Applying for a Seal

The OAA seal is purchased directly via the Office of the Registrar. Upon successful application, the OAA issues a seal and the applicant will be provided with high-resolution images of their seal in several file formats. These images are meant to be used alongside the seal for the convenience of members. If members elect to use the image of their seal, they must ensure it is not altered in any way and applied clearly. More information is available on the [OAA Website](#).

If a seal is required to be returned to the Registrar, any images of the seal must be deleted from every storage device, electronic file folders, etc.^v The Registrar must be advised in writing that all images of the seal have been destroyed.

Before sharing drawing files with consultants, owners, contractors, or any other party to the project, ensure the files no longer contain the seal image. The seal information must be removed in its entirety before files are shared.

Digital Authentication of OAA Member Documents

This section addresses the appropriate use of digital authentication of OAA member documents. It is applicable to all OAA members and holders of a certificate of practice issued by the OAA.

Definitions

- *Digital Authentication*: The use of electronic signatures or other approved digital methods to verify the identity of an OAA member and confirm the authenticity of a document.
- *OAA Seal*: A physical imprint or electronic image issued by the Ontario Association of Architects that represents an OAA member's registration and is used to certify documents as accurate and compliant with OAA's professional standards.
- *Electronic Signature*: A legally recognized digital mark that an OAA member can use to authenticate documents.

OAA members should authenticate electronic documents using secure, legally compliant platforms alongside the OAA-issued seal to ensure the integrity of designs and protect the public.

Standards for digital authentication and OAA seal application include:

- **approved platforms:** use only digital authentication platforms that comply with relevant laws, including those respecting electronic commerce;
- **secure access:** platforms should offer strong data encryption, audit trails, and multi-factor authentication to maintain document integrity and accountability;
- **traceability:** electronic signatures should provide traceability for identity verification and reliable digital authentication records; and
- **OAA seal requirement:** every digitally authenticated document should display the OAA-issued seal as proof of authority.

Members are responsible for controlling their digital authentication tools and the OAA-issued seal to prevent unauthorized use. They must ensure their methods align with OAA standards and relevant legal requirements, including the Architects Act, the regulations, OAA Bylaws, and Canadian and Ontario digital laws. Members are encouraged to seek expert guidance on the appropriate use of digital authentication and approved technologies.

The OAA does not provide legal, insurance, or accounting advice. Readers should consult their own legal, insurance, or accounting advisors to obtain appropriate professional advice. OAA members are responsible for ensuring that they comply with all applicable laws, regulations, policies, and bylaws. Regulatory Notices do not comprehensively address all laws, regulations, policies, and bylaws that may apply in a particular scenario.

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

ⁱⁱ “Seal” means a seal issued by the Registrar.

ⁱⁱⁱ R.R.O. 1990, Reg. 27, s. 41 (3)

^{iv} Note that not all change orders require a seal—only those that alter a document that has already been sealed (generally, a drawing).

^v Members are reminded to maintain complete hard copies or PDFs of all their sealed drawings for record keeping before the seal image is deleted.