
OAA Council Election | Candidate Information Package

Updated 2026

The Ontario Association of Architects (OAA) is a legislatively established professional body that regulates the practice and profession of architecture in Ontario in service and protection of the public interest.

The OAA Council is the Association's board of directors and governs its affairs in accordance with the [Architects Act, its regulations, and the OAA Bylaws](#), and modern principles of good governance. Its work is also guided by the [Strategic Plan](#), which sets the OAA's direction for the coming years.

The OAA relies on its elected and appointed members of [Council](#) to represent the Association in various public forums. As stewards of the *Architects Act*, Councillors aspire to maintain the confidence of the public, the government, and the architectural profession in the OAA's ability to fulfil its statutory responsibilities.

This is your opportunity to help shape the work of the body responsible for the self-governance of the architectural profession in Ontario. As a regulatory body serving the public interest, the OAA has a challenging and significant mandate. Council's leadership allows it to remain an active and effective regulatory organization.

Nomination Submission Instructions

Nomination forms are emailed to all eligible voters on the first Monday in October (i.e. **October 5, 2026**). Instructions are found on the forms themselves.

The nomination form must be fully executed and, along with the candidate's questionnaire, submitted by **5 pm EDT** of the fourth Monday in October—that is, **October 26, 2026**. Submissions received by the Office of the Registrar after the deadline will not be accepted. Note that submissions will only be accepted via the electronic nomination platform provided. Submissions will **not** be accepted by mail, courier, in-person, or any other format.

Every reasonable effort has been made to make the nomination process straightforward for prospective candidates. However, nominees are responsible for being aware of the following instructions related to the call for nominations requirements as well as submission instructions, timeframes, and candidate requirements for the respective election year. **Nominees are encouraged to complete their submissions in advance of the deadline to allow time to address any noncompliant, missing, or incomplete information.**

Key Dates

October 5, 2026: Call for nominations, with materials emailed to eligible voters using their email address of record.

October 8, 2026: Ask the Candidates portal opens on the [OAA Website](#), allowing eligible voters to submit questions that will be answered by candidates once the nomination period ends and final candidates are confirmed.

October 26, 2026: Call for nominations closes at **5 pm EDT**.

October 30, 2026: Candidates announced, with their materials posted to the [OAA Website](#).

November 6, 2026: Ask the Candidates portal closes.

November 9, 2026: Electronic vote notification sent to all eligible voters.

November 23, 2026: Election voting polls close at **5 pm EDT**. Results announced no later than three days after polls close.

Council Member Obligations

Council members are fiduciaries with legal obligations. A fiduciary is someone who, because of their position, must act primarily for someone else's benefit, rather than their own. As a fiduciary, a Council member must:

- act in the best interests of the public and the organization (the Association);
- avoid conflicts of interest;
- act honestly and in good faith;
- place interests of the public and the organization ahead of self-interests; and
- maintain Council confidentiality.

The [OAA Bylaws](#), Section 7, contain information on Councillor duties, specifically:

Each member of the Council shall comply with the provisions of the Act, the Regulations, and the OAA Bylaws and shall exercise the powers and discharge the duties of their office and shall exercise the same degree of care, diligence, and skill that a reasonable and prudent person would exercise in comparable circumstances in furtherance of the Objects of the Association in order that the public interest may be served and protected. Each member of the Council shall:

- *familiarize themselves with the Act, the regulations, and the OAA Bylaws, and with such other records and documents as may be necessary as background knowledge for the purpose of performing the duties of their office;*
- *attend every meeting of the Council and take part in the discussions and decisions taken at its meetings unless unavoidably detained by illness, urgent prior commitment, or other emergency;*
- *serve on the committees which the Council may appoint under the provisions of the Act;*
- *be present at and participate in the annual or other general meetings of the members of the Association;*
- *provide liaison personally or as an alternate to at least one committee or task force, the meetings of which they shall attend unless unavoidably detained by illness, urgent prior commitment, or other emergency;*
- *take an active role in the affairs of the Societies in the electoral district within which they have an address of record, including appearances at Society meetings as a representative of the Council;*
- *perform such duties as may be requested by the Council with respect to liaison with other organizations and to act as a representative on joint committees and task forces and at other functions in the electoral district within which they have an address of record;*
- *disclose any interest they may have, other than as a member of the Council, in any matter coming before the Council, a committee, or task force and thereafter withdraw from its meeting and not vote nor be counted in the quorum in respect of such matter;*
- *ensure that confidential matters coming to their attention as a member of the Council are not disclosed by them except as required for the performance of their duties or as may be directed by the Council and preserve confidentiality with respect to all matters that come to their knowledge in the course of their duties in accordance with the Act;*
- *devote whatever time is reasonably necessary to properly perform their duties as a member of the Council;*
- *perform such other duties as from time to time may be agreed upon between them and the Council.*

Candidates should familiarize themselves with all sections of the OAA Bylaws.

Council Member Time Commitment

Service on Council requires a meaningful and sustained commitment of time, attention, and professional judgment. In addition to attending scheduled meetings, Councillors are expected to prepare thoroughly, participate actively in discussions, and contribute to the effective governance of the Association in the public interest.



Council meets six to eight times per year, with each meeting typically requiring a full day of attendance. Councillors are also expected to dedicate time in advance of meetings to review materials, which may be substantial and require several hours of preparation per meeting. An annual planning session, generally held over two days, provides an additional opportunity for strategic discussion and decision-making.

In addition to Council meetings, Councillors are appointed to one or more committees, which meet regularly throughout the year. Committee responsibilities vary and may include policy development, governance oversight, or participation on statutory committees. Service on statutory committees may involve more intensive commitments, including the review of detailed materials and participation in hearings or panel proceedings, which can require multiple consecutive days.

Councillors are also expected to represent the Association in professional and public settings, including attendance at key OAA events and engagement with members and stakeholders, as appropriate.

Overall, while time commitments will vary depending on individual assignments and the volume of regulatory matters, candidates should anticipate an **average commitment of 10 to 20 hours per month**, with periods of increased demand throughout the year. In order to contribute effectively, Councillors must ensure they have the capacity to meet these expectations on an ongoing basis.

Candidates are encouraged to consider the following before submitting their nomination. Council service requires a meaningful and ongoing commitment of time and engagement.

- ☐ I can commit to attending all Council meetings (typically six to eight per year), including full-day sessions.
- ☐ I can dedicate several hours of preparation time in advance of each meeting to review materials.
- ☐ I can attend the annual planning session (typically held over multiple days).
- ☐ I have the capacity to serve on at least one committee, with regular meetings throughout the year.
- ☐ I can commit additional time if appointed to a statutory committee (e.g. hearings or panels), which may require multiple consecutive days.
- ☐ I can respond to Council and committee-related matters between meetings in a timely manner.
- ☐ I can balance Council responsibilities with my professional and personal commitments over the full term of office.
- ☐ I am prepared to dedicate 10 to 20 hours per month to Council-related work, with periods of increased demand.
- ☐ I understand that Council service requires active participation, independent judgment, and ongoing engagement with regulatory matters.

Council Candidate Competencies

The OAA Governance Committee and Council elections require an open and transparent process. To meet this requirement, the information below has been prepared to assist potential candidates, so they can consider how their skills, experience, and competencies align with those sought in Council members.

As noted above, the OAA Bylaws provide a comprehensive account of the responsibilities and commitments that elected Council members agree to uphold. Candidates are strongly encouraged to review that document, as well as the following information thoroughly when considering their nomination.

Key Council member attributes include:

- commitment to the Association's regulatory public interest mandate;
- understanding of the policy governance role of OAA Council; and
- understanding of the value of volunteerism and the important role OAA volunteers play in the regulation of the profession.

As part of your nomination, you will be invited to complete a set of governance-oriented questions. Completion of these questions is optional; however, your responses may assist voters in understanding your experience and perspective as a potential Council member.

Council periodically assesses its collective effectiveness against a range of competencies that support strong governance. These competencies may evolve over time and are provided below for your awareness:

- strategic leadership and Council effectiveness;
- strategic oversight of change;
- governance;
- public interest and regulatory mandate;
- professional experience;
- practice size experience;
- risk oversight and regulatory awareness;
- technology and future-of-practice oversight;
- teaching, mentorship, and knowledge transfer; and
- finance oversight.

In addition to possessing certain skills and experiences, it is essential Council members have a clear understanding of the legal responsibilities associated with professional regulation, as well as the role of the regulator. The OAA's statutory mandate is as follows:

Primary (Principal) Object

- Regulate the practice of architecture in Ontario.
- Govern members and certificate of practice (CoP) holders.
- Do this in a way that serves and protects the public interest.

Additional Objects

- Set and maintain standards of knowledge and skill for members.
- Set and maintain standards for entry and ongoing qualifications.
- Set and maintain standards of professional conduct and ethics.
- Support education and training in architecture (e.g. courses, lectures, exhibitions).
- Encourage public awareness and appreciation of architecture.
- Carry out any other duties or powers given by law.

Council Candidate Eligibility

A candidate's professional conduct history (complaints and/or discipline) does not constitute grounds to refuse Council candidacy. However, being in good standing is an eligibility requirement for the election. This is defined as follows:

- the member is not in default of payment of any fee prescribed by the OAA Bylaws, or any fee, levy, or costs imposed under the Act or the regulations;
- the member's professional conduct or competence is not the subject of proceedings before the Discipline Committee; and
- the member's licence or limited licence is not under suspension.

Legislated conditions that would disqualify a Councillor from sitting on Council are set out in the [regulations](#). They take effect if a Councillor:

- is, by reason of incapacity, unable to act as a member of the Council;
- has been found guilty of professional misconduct or incompetence (a member of Council whose conduct is the subject of a proceeding before the Discipline Committee is disqualified from sitting on the Council pending the decision or order of the Discipline Committee);
- fails to attend three consecutive regular meetings of the Council without cause;
- ceases to be eligible for election to the Council;
- ceases to have an address of record within the electoral district for which the member was elected;
- ceases to be a member in good standing in the Association; or
- fails to perform the duties of a member of the Council prescribed by the OAA Bylaws.

Candidate Checklist

Arranged by electoral district, a list of each candidate along with their questionnaire responses, Q&A responses, and external links will be posted on the [OAA Website](#) for eligible voters to view as part of the election process. It is recommended all prospective candidates consider the following:

- ☐ Review [OAA Bylaws, Architects Act, and regulations](#)
- ☐ Review the [OAA Social Media Guidelines](#)
- ☐ Submit all required nomination forms before the deadline, including:
 - online Nomination Form with requisite nominators/seconders;
 - questionnaire responses; and
 - link to online professional profile (optional)
- ☐ Respond, via the [OAA Website](#), to posted "Ask the Candidates" enquiries by November 6, 2026.

