



FAIRNESS COMMISSIONER

COMMISSAIRE À L'ÉQUITÉ

OFFICE OF THE FAIRNESS COMMISSIONER

595 Bay Street, Suite 1201, Toronto ON M7A 2B4

Fair Registration Practices Report 2020

The Fair Registration Practices Report was created as required in the:

- *Fair Access to Regulated Professions and Compulsory Trades Act*, 2006 (FARPACTA) s.20 and 23(1), for the regulated professions named in Schedule 1 of FARPACTA
- Health Professions Procedural Code set out in Schedule 2 of the *Health Professions Act*, 1991 (RHPA) s. 22.7(1) and 22.9(1), for health colleges

Guidelines for this report are available to download as a PDF on the Office of the Fairness Commissioner (OFC website):

<https://www.fairnesscommissioner.com/en/Publications/Pages/Guidelines.aspx>

Organization: [Ontario Association of Architects](#)

Name of the regulated profession: [architecture](#)

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Qualitative Information

The following qualitative information is collected for the purpose of highlighting a regulator's enhancements to improve fair access year over year, including actions that result from recommendations made in the OFC's Assessment of Registration Practices.

For each of the categories below, where applicable, please describe any improvements/changes implemented in the last year by your organization or a third-party for the purpose of changing fair access.

Please also describe the impact of these improvements/changes on applicants. If you have been working on improvements/changes over the last year that have not yet been implemented, describe your progress and the expected impact the improvements/changes will have on applicants and your organization.

Provide as much detail as possible. This can include the rationale for the improvements/changes, relevant findings from preliminary work leading up to the improvements/changes, methodology, relevant dates, and anything else you think is important.

Include as much supporting material as possible to support your description (e.g. relevant reports, policies, protocols, websites, other documents and anything else you think is important). This material can be provided in the form of hyperlinks to electronic sources.

a. Requirements for registration, including acceptable alternatives

- i. Describe any improvements / changes implemented in the last year
 - [Experience Requirement Interviews are now offered in a virtual setting.](#)
 - [Registration hearings are now offered in a virtual setting.](#)
 - [Internship in Architecture Program \(IAP\) update in 2020 coinciding with the ability for Student Associates to log experience hours and an updated online portal for both Student Associates and Intern Architects to log hours.](#)
- ii. Describe the impact of the improvements / changes on applicants
 - [Virtual setting options increase accessibility for applicants.](#)
 - [Expanded online experience portal for Intern Architects and Student Associates increases accessibility for applicants.](#)
- iii. Describe the impact of the improvements / changes on your organization
 - [Some training was required to implement these changes, but the impact was minimal.](#)

b. Assessment of qualifications

- i. Describe any improvements/changes implemented in the last year
 - [A Council Policy—Roles of Committee Chairs and Committee Members—was updated.](#)
 - [Equity, diversity, and inclusion training was offered to all staff.](#)
 - [Bimickaway Indigenous Cultural Competency Training was offered to all staff.](#)
 - [OAA Committees all receive annual orientation training inclusive of content related to unconscious bias, discrimination, and obligations under the Ontario Human Rights Commission \(OHRC\)—this is not an “improvement,” but a continuous evolution of the annual training.](#)
- ii. Describe the impact of the improvements/changes on applicants
 - [Updates to policies and procedures help Committees and staff maintain administrative competency and ensure procedural fairness to all applicants.](#)



- Equity, diversity, and inclusivity training and Indigenous Cultural Competency Training help staff understand an applicant's social context and barriers they may face.
- iii. Describe the impact of the improvements/changes on your organization
- Improved administrative efficiency and consistency
 - Improved cultural competency.
- c. Provision of timely decisions, responses, and reasons**
- i. Describe any improvements/changes implemented in the last year
- No changes this year, as the focus was on maintaining procedural timeliness within the context of COVID-19.
- ii. Describe the impact of the improvements/changes on applicants
- No impact.
- iii. Describe the impact of the improvements/changes on your organization
- Staff had to pivot to a virtual setting, but was able to maintain procedural timeliness within the context of COVID-19.
- d. Fees**
- i. Describe any improvements/changes implemented in the last year
- Fees were increased by the OAA Council and approved by the Membership at the Annual General Meeting. The increase was set at 3.1 per cent. No change from the 2019 rate of increase.
- ii. Describe the impact of the improvements/changes on applicants
- Rate of increase was not changed from 2019.
- iii. Describe the impact of the improvements/changes on your organization
- No impact.
- e. Timelines**
- i. Describe any improvements/changes implemented in the last year
- No changes this year, as the focus was on maintaining timelines within the context of COVID-19.
- ii. Describe the impact of the improvements/changes on applicants
- No impact.
- iii. Describe the impact of the improvements/changes on your organization
- Staff had to pivot to a virtual work environment, but was able to maintain timelines within the context of COVID-19.
- f. Policies, procedures, and/or processes, including by-laws**
- i. Describe any improvements/changes implemented in the last year
- Except for fees and the updated Committee Procedures Policy noted above, no other changes this year.
- ii. Describe the impact of the improvements/changes on applicants
- No changes this year.
- iii. Describe the impact of the improvements/changes on your organization
- No changes this year.
- g. Resource for applicants**
- i. Describe any improvements/changes implemented in the last year
- Launched new OAA website with increased content and functionality.



- Released Internship in Architecture “Mentorship Guide” that outlines roles and responsibilities of all stakeholders in internship program.
 - Expanded online experience portal noted above.
 - Created more website content for applicants on path to licensure.
 - Launched inaugural virtual “Meet the OAA” webinar—an outreach event geared to students, interns, and all interested in the path to licensure in Ontario. The video remains available via the website.
- ii. Describe the impact of the improvements/changes on applicants
- Improved access to information for applicants.
 - Increased communication from staff and Council to applicants.
- iii. Describe the impact of the improvements/changes on your organization
- No impact on organization.

h. Review or appeal processes

- i. Describe any improvements/changes implemented in the last year
- No change this year.
- ii. Describe the impact of the improvements/changes on applicants
- No impact this year.
- iii. Describe the impact of the improvements/changes on your organization
- No impact this year.

i. Access to applicants’ records

- i. Describe any improvement/changes implemented in the last year
- Student Associate access to online experience portal, as noted above.
 - Ongoing improvements to functionality of online internship portal (e.g. access to records and historic transcripts).
- ii. Describe the impact of the improvements/changes on applicants
- Improved accessibility to resources and records.
- iii. Describe the impact of the improvements/changes on your organization
- No impact this year.

j. Training and resources for registration staff, Council, and Committee members

- i. Describe any improvements/changes implemented in the last year
- Please see notes above regarding assessment improvements.
 - All staff
 - “Handling Workplace Discrimination and Harassment” - Nicole Simes
 - “Leadership Shift: From Diversity to Inclusion” - Russell Pollard
 - “Unconscious Bias in the Profession of Architecture” - Renee Bazile Jones
 - Registrar and Deputy Registrar
 - OPSE’s EDI Advantage Virtual Forum
 - Strategic focus on principles of right-touch regulation to enhance consistency and fairness in decision making.
- ii. Describe the impact of the improvements/changes on applicants
- More refined and robust responses to candidates to enhance transparency of the OAA’s processes.
- iii. Describe the impact of the improvements/changes on your organization
- Ensuring a lens of equity, diversity, and inclusion is applied when reviewing internal processes.
 - Developing and refining decision matrices to promote consistency, proportionality, and fairness.

k. Mutual recognition agreements



- i. Describe any improvements/changes implemented in the last year
 - [CALA-EU Treaty not yet implemented but ongoing.](#)
- ii. Describe the impact of the improvements/changes on applicants
 - [No impact this year.](#)
- iii. Describe the impact of the improvements/changes on your organization
 - [No impact this year.](#)

I. Describing any improvements/changes implemented in the last year

- i. Describe any improvements/changes implemented in the last year
 - [Please see notes above.](#)
- ii. Describe the impact of the improvements/changes on applicants.
- iii. Describe the impact of the improvements/changes on your organization

m. Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year

- [No registration related changes to legislation and registration this year.](#)

Provide any additional information:

Quantitative Information

The following quantitative information is collected for the purpose of observing statistical changes and trends related to application, licensure, appeals, and staffing year over year.

a. Languages

Indicate the languages in which application materials and information about the application process are available.

Language	Yes/No
English	Yes
French	No

Other (please specify):

b. Gender applications

Indicate the number of applicants in each category as applicable

Gender	Number of applicants
Male	179
Female	181
None of the above	2

Additional comments:



c. Gender of members

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of members
Male	3224
Female	1364
None of the above	2

Additional Comments: The OAA has removed prefixes from its database and instituted categories: man, woman, non-binary, prefer not to say. The algorithm has picked up past inferences to gender through historical data, whether they had previously disclosed or not and has populated gender.

For the following sections d, e & f, the OFC recognizes that the term initial education infers that applicants may receive their education in multiple jurisdictions.

For the purpose of these questions, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

d. Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education in the profession or trade

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
167	33	28	Argentina 2	0	362
			Bangladesh 3		
			Chile 1		
			China 3		
			Cyprus 1		
			Czech Republic 1		
			Dominican Republic 1		
			Egypt 7		
			France 3		
			Germany 1		
			Ghana 1		
			India 19		
			Islamic Republic of Iran 32		
			Iraq 1		
			Italy 3		
			Japan 1		
			Jordan 2		
			Korea 1		
			Lebanon 2		
			Macedonia 2		



			Malaysia	1		
			Mexico	1		
			Nepal	1		
			Nigeria	1		
			Pakistan	6		
			Peru	1		
			Philippines	5		
			Poland	2		
			Romania	1		
			Spain	2		
			Sri Lank	1		
			Sudan	1		
			Switzerland	1		
			Syrian Arab Republic	9		
			Turkey	2		
			Ukraine	1		
			United Arab Emirates	5		
			United Kingdom	5		
			Viet Nam	1		
			Total: 134			

Additional comments:

e. Jurisdiction where applicants who became registered members obtained their initial education

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
104	48	34	Albania 1	1	271
			Argentina 1		
			Bangladesh 1		
			Bosnia Herzegovina 1		
			Brazil 2		
			Chile 1		
			China 6		
			Colombia 2		
			Croatia 1		
			Denmark 1		
			Ecuador 1		
			Egypt 5		
			France 1		
			India 6		
			Islamic Republic of Iran 19		



			Iraq	2		
			Italy	2		
			Japan	1		
			Jordan	1		
			Lebanon	3		
			Netherlands	1		
			Nicaragua	1		
			Nigeria	1		
			Pakistan	2		
			Philippines	1		
			Poland	1		
			Portugal	1		
			Romania	2		
			Russian Federation	1		
			Serbia	1		
			South Africa	1		
			Spain	1		
			Switzerland	1		
			Turkey	1		
			Ukraine	1		
			United Arab Emirates	2		
			United Kingdom	5		
			Venezuela	1		
			Yugoslavia	1		
			Total: 84			

Additional comments:

f. Jurisdiction where members were initially trained

Indicate the total number of registered members by jurisdiction where they obtained their initial education in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
2212	909	611	Albania 2	14	4590
			Algeria 3		
			Argentina 9		
			Armenia 2		
			Australia 6		
			Bangladesh 6		
			Belgium 1		
			Bolivia 1		
			Bosnia Herzegovina 6		
			Brazil 8		



			Bulgaria	11		
			Chile	2		
			China	60		
			Colombia	22		
			Croatia	2		
			Cuba	4		
			Czech Republic	4		
			Denmark	2		
			Ecuador	1		
			Egypt	59		
			El Salvador	1		
			Ethiopia	2		
			France	11		
			Germany	9		
			Greece	1		
			Hong Kong	5		
			Hungary	1		
			India	71		
			Indonesia	1		
			Islamic Republic of Iran	130		
			Iraq	29		
			Ireland	8		
			Israel	6		
			Italy	10		
			Japan	2		
			Jordan	14		
			Kenya	3		
			Korea	3		
			Lebanon	16		
			Macedonia	4		
			Mexico	7		
			Netherlands	9		
			New Zealand	3		
			Nicaragua	1		
			Nigeria	3		
			Pakistan	13		
			Peru	2		
			Philippines	22		
			Poland	49		
			Portugal	2		
			Puerto Rico	1		
			Romania	28		
			Russian Federation	13		



			Scotland	7		
			Serbia Montenegro	11		
			Slovakia	2		
			South Africa	9		
			Spain	2		
			Sri Lanka	4		
			Sudan	1		
			Sweden	1		
			Switzerland	2		
			Syrian Arab Republic	9		
			Taiwan	2		
			Tunisia	1		
			Turkey	9		
			Ukraine	13		
			United Arab Emirates	4		
			United Kingdom	53		
			Uruguay	1		
			Venezuela	6		
			Viet Nam	3		
			Yugoslavia	13		
			Total: 844			

g. Applications processed

Indicate the number of applications your organization processed in the reporting year. Enter the data by jurisdiction where applicants were initially trained in the profession (i.e. before they were granted use of the protected title or professional designation in Ontario).

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	167	33	28	134	0	362
Applicant actively pursuing licensing. Those who had some contact with your organization in the reporting year	891	147	107	677	0	1828
Inactive applicants. Those who had no contact with your organization in the reporting year.	0	0	0	0	0	0
Applicants who met all requirements and were authorized to	0	0	0	0	0	0



become members but did not become members						
Applicants who became fully registered members	104	48	34	84	1	271
Applicants who were authorized to receive an alternative licence but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence*	3	0	0	1	0	4

- An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

Additional comments:

h. Classes of certificate/licence

Provide a description of the classes of certificate/license offered by your organization. You should have at least one class listed.

#	Certification	Description
1	Architect	<p><i>Architects Act</i>, R.S.O. 1990, c. A.26 s. 1 states as follows:</p> <p>Definitions</p> <p>1. In this Act, “architect” means the holder of a licence, a certificate of practice or a temporary licence; (“architecte”) “licence” means a licence to engage in the practice of architecture issued under this Act; (“permis”) “practice of architecture” means,</p> <p>a. the preparation or provision of a design to govern the construction, enlargement or alteration of a building,</p> <p>b. evaluating, advising on or reporting on the construction, enlargement or alteration of a building,</p> <p>or</p> <p>c. a general review of the construction, enlargement or alteration of a building; (“exercice de la profession d’architecte”)</p>
2	Licensed Technologist OAA	The Licensed Technologist OAA has a licence with



		<p>terms, conditions and limitations that include the following:</p> <p>... prepare and provide a design for, or perform general review of or evaluate, advise or report on the construction, enlargement or alteration of a building that:</p> <p>...as constructed enlarged or altered, is not more than four storeys in height and not more than 600 square metres in gross area and is used or intended for one or more of the following occupancies:</p> <ul style="list-style-type: none"> i. Residential; ii. Business; iii. Personal services; iv. Mercantile; v. Industrial; vi. a restaurant designed to accommodate not more than 100 persons consuming food or drink; <p>...The Licensed Technologist OAA shall use the designation "Licensed Technologist OAA" ...but may not use the title "architect. The Licensed Technologist OAA is permitted to use the abbreviated title of "Lic.Tech.OAA".</p>
3		

Additional comments:

i. Reviews and appeals processed

State the number of reviews and appeals your organization processed in the reporting year. Enter the data by jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applicants that were subject to an internal review or that were referred to a statutory committee of your governing council, such as	0	0	0	1	0	1



Registration Committee						
Applicants who initiated an appeal of a registration decision	1	0	0	0	0	1
Appeals heard	1	0	0	0	0	1
Registration decisions changed following an appeal	0	0	0	0	0	0

Additional comments:

j. Paid Staff

Provide the number of paid staff employed by your organization in the categories shown, as of December 31, 2020.

You may use decimals if you need to count half units. For example, one full-time employee plus one part-time employee will be equivalent to 1.5 employees.

Category	Number of staff
Total number of staff employed by the regulatory body	32.5
Number of staff involved in the appeals process	4
Number of staff involved in the registration process	6

Additional comments: [The four staff involved in appeals are also involved in registration and includes the Registrar and Deputy Registrar.](#)

Submission

Name of individual with authority to sign on behalf of the organization:

Title: [Christie Mills, Registrar](#)

Date: April 6, 2021