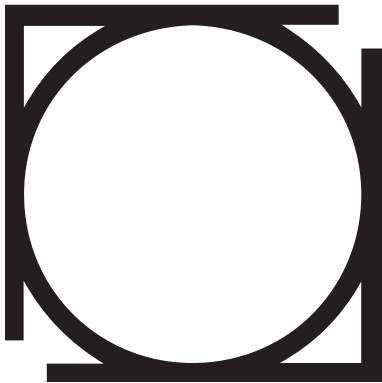


# Local Architectural Society Handbook



Last Revised: February 20, 2024

# Table of Contents

The purpose of this manual is to provide a guiding document for the day-to-day operation and governance of the Local Architectural Societies, as well as details regarding their relationship to the Ontario Association of Architects (OAA).

## Governance

Relationship of the Local Architectural Societies and the OAA .....	2
Governing Documents .....	4
Purpose of the Societies .....	4
OAA Strategic Plan .....	5
Establishment .....	7
Society Name .....	7
Society Boundaries .....	7
Membership .....	9
Officers of the Society .....	9
Society Committees .....	12
Annual General Meeting .....	12

## Finances

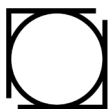
Income .....	13
Special Project Funding .....	14
Fiscal Year .....	15
Annual Financial Report .....	15
Liability of Societies and the Association .....	15

## Events

Promotion .....	16
Special Occasion Permit .....	16
Insurance .....	16
Continuing Education .....	16

## Appendices..... 19

A: OAA Bylaws (Excerpt) .....	19
B: OAA Strategic Plan (Excerpt) .....	21



# Governance

*This section deals with the relationship between the Local Architectural Societies and the OAA, the purpose of the Local Societies, as well as standard rules of procedures and governing documents guiding their establishment and operations. The principal mandate of the OAA is to regulate the practice and profession of architecture in the public interest. While Local Societies are a recognized extension of the OAA, their mandate is not regulatory in nature. However, their function cannot be inconsistent or contrary to the mandate of the OAA.*

## Relationship of the Local Architectural Societies and the OAA

The Local Architectural Societies are constituent organizations of the OAA, created by the OAA Council under the Bylaw-making powers provided by the *Architects Act*:

*8. (1) 8. providing for the establishment and dissolution and governing the operation of groups of members as Societies of the Association and respecting grants by the Association to Societies or any of them;*

Sections 65 through 75 of Bylaw No.1 under the *Architects Act* provides for the establishment, dissolution, and governance of the operation of Societies, as well as limitation on their power and authority by the OAA Council. (To see the Bylaw's section on Societies, read [Appendix A](#) to this Guide)

### Council Liaison to Individual Societies

By legislation, authority and responsibility for the conduct of the affairs of the Association are vested in its elected Council. The OAA generally operates in the normally accepted manner of a democratic organization in accordance with the *Architects Act*. It is the Council Liaison's role to act as the conduit between the Local Society and the OAA Council, and foster ongoing dialogues and communication between the OAA Council and the Local Societies.

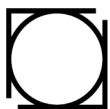
**Note:** The local members are not constituents of the members of Council.

Section 6 of Bylaw No. 1 sets out the Duties of Members of Council. Included in these duties is:

*to take an active role in the affairs of the Societies in the electoral district within which he/she has an address of record, including appearances at Society meetings as a representative of the Council*

In order to facilitate the fulfilment of this duty, Councillor members are appointed as Society Liaisons to specific Societies, usually within their Electoral District.

In some cases, one Electoral District may include up to three Societies within its boundaries; in other



cases; more than one Councillor can be elected from an Electoral District where there is only one Society. Therefore, Council annually assigns specific Councillors to specific Societies to equitably distribute the Liaison role. Naturally, wherever possible, the assignment of a Councillor corresponds to the Society within their Electoral District. A publicly appointed member of Council (i.e. an LGIC appointee) may also act as the Councillor Liaison to a society.

### **OAA Staff Society Liaison**

The OAA Staff Society Liaison (a member of the OAA staff) facilitates ongoing liaison between the OAA and the individual Societies. They provide some level of administrative support to the Local Societies and are also responsible for the updating the [Local Societies Portal](#) on the OAA Website. Societies are encouraged to keep a strong connection with this individual who will also facilitate the sharing of information from Societies to the OAA, to other Societies, and vice versa.

The OAA is committed to fostering a healthy work environment for all employees by following the [Disconnecting from Work Policy](#) under Ontario's *Employment Standards Act*. This policy allows our employees to disconnect from work fully after the expected work time. Please note that OAA staff generally work between 8:30 am and 4:30 pm, and will engage in work-related communications between these expected hours.

### **Meeting of Society Chairs**

A meeting of the Society Chairs is held at least once a year and generally occurs in concert with the OAA's Annual Conference in late Spring. This meeting may be held in person, or virtually. Additional meetings may be called by the OAA during the year for a specific purpose or where the collective input from the local Societies is desired by the OAA. Expenses incurred by the Chair and/or their representative for these meetings will be reimbursed in accordance with the OAA's financial policy regarding reimbursement of volunteer expenses.

The OAA Staff Liaison will also arrange informal meetings via zoom at regular intervals during the year for the purpose of providing the Chairs an opportunity to connect with each other, share ideas and feedback.

### **Annual Report**

Each Society is required annually to submit a report on their activities for the year to the Council of the OAA. The report must be accompanied by a report on the Society's finances, as well as the use of any [Special Project Funding \(SPF\)](#) received in that given year. The annual reports submitted by the Societies will be provided to Council, usually at the March meeting. A reminder of the requirement to submit the required report will be issued by the OAA each year in December, and will identify the deadline for submission.

Previous Annual Reports from Societies can be accessed on the [OAA Website](#).



## Governing Documents

### **Architects Act, Regulation 27, and Bylaws of the Association**

As constituent organizations of the OAA, the Local Societies are bound by the same governing documents as the Association: the [Architects Act](#), [Regulation 27](#), and the [Bylaws of the Association](#). Their mandate and function cannot be inconsistent with that of the OAA.

### **Society Bylaws**

Under section 71 of the OAA Bylaws, Societies may:

*...pass Bylaws governing its operations and respecting the conduct of its affairs including provisions for amendment of such Bylaws...*

These Society Bylaws cannot conflict with the provisions of the Act or the OAA Bylaws (or any standard rules of procedures established thereunder). Any amendments passed by a Society are not effective until filed with the OAA.

While not mandatory, the establishment of individual Society Bylaws considered useful in guiding the operation of Societies. The OAA Staff Liaison will request a copy of each Society's updated bylaws each year, in concert with the request for the annual society report.

## Purpose of the Societies

As the local chapters of the OAA, the Societies provide opportunities for dialogue between local Architects, Intern Architects, and Student Associates, as well as the wider architectural community and local Society in which they exist.

Societies work to raise the awareness, appreciation, and understanding of architecture within their communities, and help further the objectives of the Association in accordance with the *Architects Act*. Societies also work to further to strategic priorities and objectives set out in the OAA's [Strategic Plan](#).

The specific initiatives and focus for each Society varies across the province based on the circumstances and interests of the individual Society and its members.

### **Objectives of the Association**

The objectives of the Association are outlined in subsections 2(2) and 2(3) of the *Architects Act*:

*Principal object*

*(2) The principal object of the Association is to regulate the practice of architecture and to govern its members, holders of certificates of practice and holders of temporary*



*licenses in accordance with this Act, the regulations and the Bylaws in order that the public interest may be served and protected.*

### **Additional objects**

*(3) For the purpose of carrying out its principal object, the Association has the following additional objects:*

- 1. To establish, maintain and develop standards of knowledge and skill among its members.*
- 2. To establish, maintain and develop standards of qualification and standards of practice for the practice of architecture.*
- 3. To establish, maintain and develop standards of professional ethics among its members.*
- 4. 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.*
- 5. To perform such other duties and exercise such other powers as are imposed or conferred on the Association by or under any Act.*

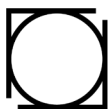
## **Strategic Plan**

In response to the recommendations of the OAA's 2021 operational review, a [five-year strategic plan](#) was developed, which produced a situation analysis that confirmed the OAA's mandate, clarified its vision, and allowed for the creative work of identifying strategic goals and priorities for the coming years. The strategic plan includes the OAA's commitment to address two very important environmental and social governance themes: [Climate Action](#) and [Equity, Diversity, and Inclusion](#). These will act as lenses through which the OAA's work will be viewed in order to ensure it positively aligns with the principles.

The plan also has four clear foundational goals that will be pursued over the coming years: Regulatory Leadership, Governance and Operations, Member Competency, and Public Education. For more information see [Appendix B](#). Each goal has a statement defining what successful progress will look like, the important initiatives that will be pursued to get there, and measurable targets to allow continual monitoring or progress.

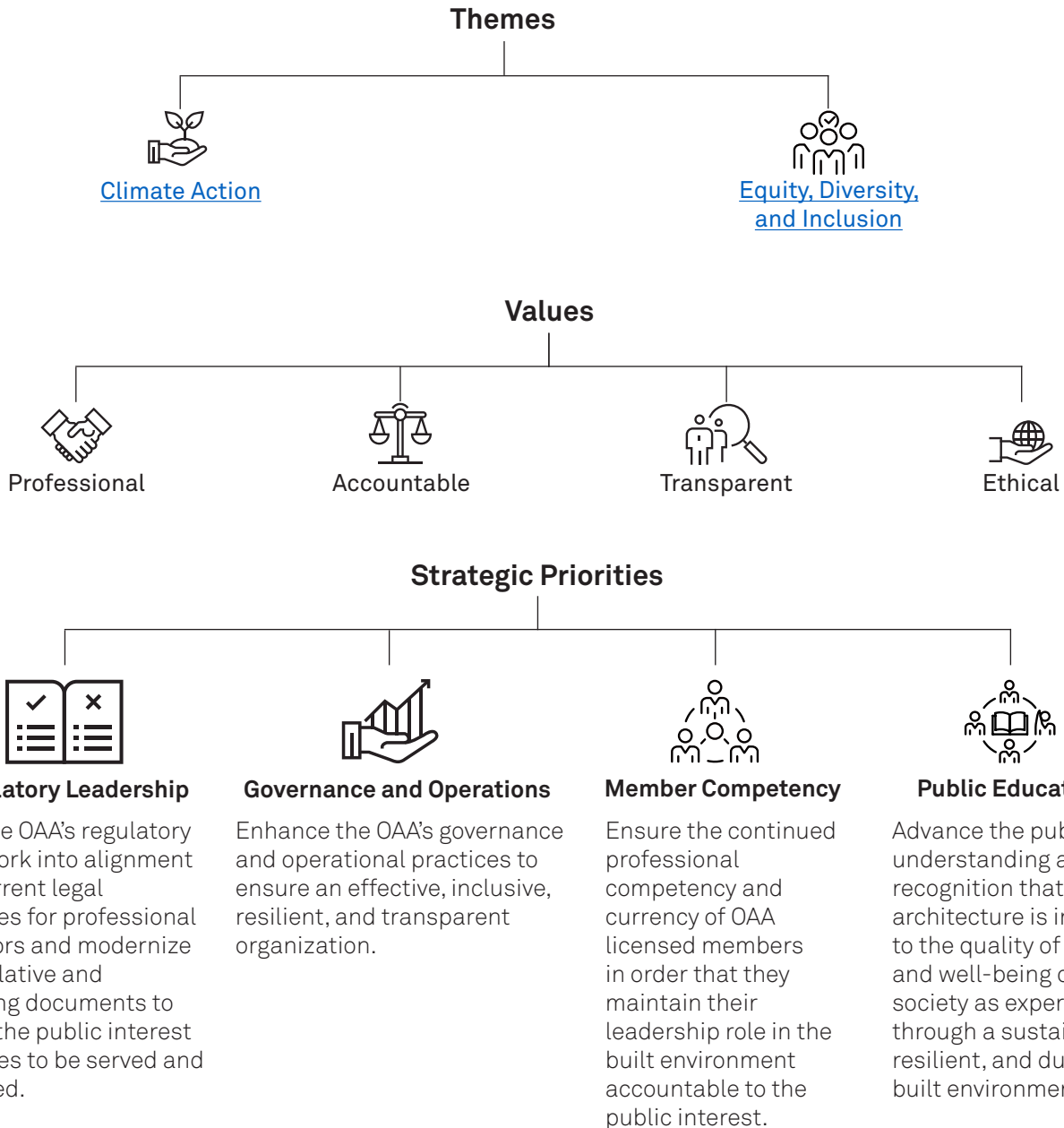
### **Vision**

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.



## Establishment

Section 69 of the OAA Bylaws states that:

*Any five (5) members of the Association residing in one locality may with the approval of the Council, form a Society of the Association with a headquarters at such place as they may select, provided that the territory of a new Society does not encroach upon the territory of an existing Society. Should any question of encroachment between the territories of two Societies arise, the same shall be settled by the Council.*

## Society Name

A Society shall be known as “**The \_\_\_\_ Society of Architects, a Society of the Ontario Association of Architects.**”

The OAA encourages the use of the tagline above to connect the local group back to the OAA. The Society is also permitted to use the OAA logo along with their own for identification purposes. The specifications for use of the OAA logo along with the image, can be obtained from the OAA's Communications staff. You can make the request through the OAA Staff Society Liaison.

## Society Boundaries

The catchment areas of the Local Societies are defined as follows:

**Algoma:** Algoma

**Grand Valley:** Brant, Waterloo, Wellington, and Grey

**Hamilton / Burlington:** Hamilton-Wentworth and the City of Burlington in the County of Halton

**London:** Middlesex, Huron, Bruce, Oxford, Elgin, Perth, and Haldimand-Norfolk

**Northern Ontario:** Manitoulin, Cochrane, and Sudbury

**North Bay:** Timiskaming, Nipissing, and Parry Sound

**Northumberland Durham:** Northumberland and Durham

**Northwestern Ontario:** Thunder Bay, Rainy River, and Kenora

**Niagara:** Niagara

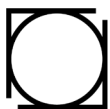
**Ottawa Regional:** Ottawa-Carleton, Renfrew, Lanark, Prescott, and Russell

**St. Lawrence Valley:** Hastings, Lennox & Addington, Frontenac, Leeds, Grenville, Dundas, Stormont, Glengarry, and Prince Edward

**Trent:** Haliburton, Peterborough, and Victoria

**Toronto:** City of Toronto, York, Peel, Halton, Dufferin, Muskoka, Simcoe, and all places outside Ontario

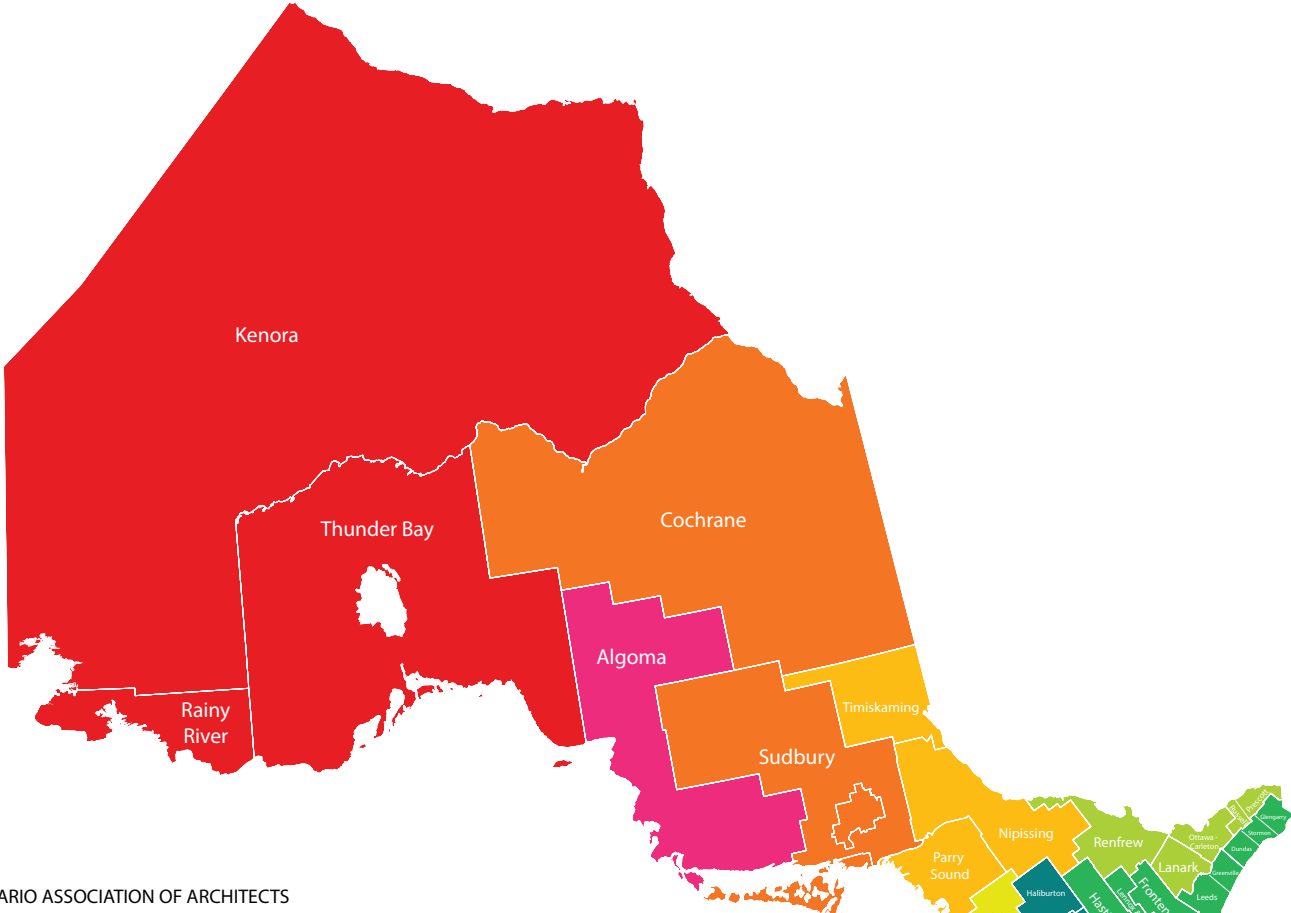
**Windsor Region:** Essex, Kent, and Lambton





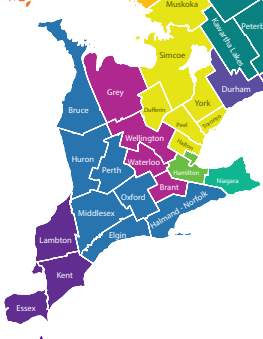
The boundaries of each Society are determined by OAA Council.

Should any question of encroachment between the territories of two Societies arise, the matter will be settled by OAA Council.



**ONTARIO ASSOCIATION OF ARCHITECTS  
Local Architectural Society Boundaries**

- Windsor Region Society of Architects (WRSA)
  - London Society of Architects (LSA)
  - Grand Valley Society of Architects (GVSA)
  - Hamilton/Burlington Society of Architects (HBSA)
  - Niagara Society of Architects (NSA)
  - Toronto Society of Architects (TSA)
  - Northumberland Durham Society of Architects (NDSA)
- Trent Society of Architects (TRENT)
  - St. Lawrence Valley Society of Architects (SLVSA)
  - Ottawa Regional Society of Architects (ORSA)
  - North Bay Society of Architects (NBSA)
  - Northern Ontario Society of Architects (NOSA)
  - Algoma Society of Architects (ASA)
  - Northwestern Ontario Society of Architects (NWOSA)



## Membership

### Members of the Society

Members of the OAA are eligible for membership within a Local Society provided they have paid their respective OAA annual membership dues. Annual Society membership dues also apply .

### Affiliates of the Society

In addition to Members of the Society noted above, Societies may admit any member of the public as Affiliates of the Society. Eligibility requirements and annual dues for Affiliates are set by the individual Society and administered by the Society.

Societies should be mindful of requirements under the [Canadian Anti-Spam Legislation \(CASL\)](#) as well as Provincial privacy legislation as it relates to maintaining email lists. The OAA can only share the individual emails of individuals who have agreed to join a Society through the membership renewal process. Each year, the Society should review its email list to ensure that it is current. They must also always provide an option for individuals to unsubscribe from the society emails if they so choose.

## Officers of the Society

### Composition

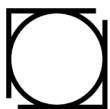
The affairs of the Society are managed by the Officers of the Society, which consist of a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Officers shall form the Executive Committee.

At the discretion of the Society, the Executive Committee can also include the Past Chair of the Society, and other members as the Society may deem necessary. In specific circumstances the roles of the Officers can be combined; however, one individual cannot serve all roles of the Officers of the Society.

### Elections

The procedures for the election of Officers of a Society shall be as follows:

1. Officers shall be nominated by members of the Society.
2. All Individuals who hold status with the OAA, including Intern Architects and Honorary Members, may run for election as an officer. The Society may however decide to elect others to their Executive Committee to fulfil other roles and responsibilities not held by the officers noted above. i.e. Membership Coordinator or Events Coordinator.
3. Elections are to take place annually at the Society's Annual General Meeting.
4. The term of office is one year or as otherwise determined by the Society, but Officers may run for re-election.
5. Where a quorum remains in office, a vacancy can be filled by the remaining Officers; where no such quorum remains, the vacancy must be filled by election.



6. Notwithstanding item 2, the majority of the Officers must be Architects, Non-Practising Architects, Life, or Retired members in any combination of these categories of members. Only one Intern Architect may serve as an officer of the Society at a time and may not hold the position of Chair.

## **Meetings**

A majority of Officers constitutes a quorum of the Executive Committee.

Meetings of the Executive Committee may be held at the call of the Chair. All Minutes of such meetings should be duly recorded and confirmed by the membership at a subsequent meeting.

## **Duties**

### ***Duties of the Chair***

The Chair of each Society is directly responsible for the operation and activities of that Society. It is the Chair's responsibility to ensure, with the assistance of other Society members, that the work of the Society is carried out in good faith and in accordance with the Society Manual, *Architects Act*, Regulation, and Bylaws. The Chair must be a member of the Ontario Association of Architects (i.e. licensed architect, Non-Practising Architect, Life or Retired Member). It shall be the duty of the Chair to:

- Ensure the OAA is informed of results of the Officers of the Society election;
- Be familiar with the Society Manual;
- Arrange a meeting with the outgoing Officers of the Society to ensure a smooth transition of operations;
- Review the Society's financial accounts;
- Call and preside at all meetings of the Society;
- Call and preside at all meetings of the Officers/Executive Committee of the Society;
- Provide the Annual Report to the OAA of the Society's activities and membership;
- Make contact with leaders of other professions in the community as appropriate;
- Attend and participate at the annual meeting of Society Chairs; and
- Ensure that the Councillor appointed to the Society is kept fully informed of all Society activities.

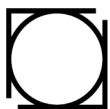
### ***Duties of the Vice-Chair***

In the absence of the Chair, it shall be the duty of the Vice-Chair to assume responsibility and perform the duties of the Chair.

### ***Duties of the Secretary***

The Secretary is the custodian of the Society's records and the recorder of activities. It shall be the duty of the Secretary to:

- Give notice of all meetings of the Society members and affiliates, the Councillor Liaison, and the Society Liaison;



- Attend and record the Society/Executive Committee meetings;
- Ensure records and documents are transferred to the next Secretary; and
- Perform such other duties as normally pertain to the Office of Secretary.

### ***Duties of the Treasurer***

The Treasurer is responsible for the Society's assets, administers the finances of the Society, and reports to the Officers of the Society. They must be prepared to provide a clear and concise statement of the Society's financial position at any time. It shall be the duty of the Treasurer to:

- Pay all accounts as authorized by the Officers of the Society;
- Keep a record of all receipts and expenditures;
- Prepare the annual statement of accounts and balance sheet of the Society and provide such statements to the OAA by the prescribed deadline;
- Ensure that all records are transferred in an orderly fashion to the next Treasurer; and
- Perform such other duties as normally pertain to the Office of Treasurer.

It is understood that the smaller Societies may not have the volunteer resources available to operate with a full complement of officers. At minimum, a Society must have an elected Chair and Treasurer.

### **Immunity and Indemnification**

Collectively, the Society Chairs form the Committee of Society Chairs. The *Architects Act* states the following regarding immunity and indemnification for members of committees of the Association:

#### *Immunity and indemnification*

*51.(1) No action or other proceeding for damages shall be instituted against the Association, a member of the Council, a member of the Association, a member of a committee of the Association, the chair or any other member of the Joint Practice Board or an officer, employee, agent or appointee of the Association for any act done in good faith in the performance or intended performance of a duty or in the exercise or the intended exercise of a power under this Act or the Professional Engineers Act, a regulation or a by-law, or for any neglect or default in the performance or exercise in good faith of such duty or power.*

#### *Same*

*(2) Every person who is a member of the Council, a member of the Association, a member of a committee of the Association, the chair or other member of the Joint Practice Board or an officer, employee, agent or appointee of the Association, and the person's heirs, executors and administrators, and estate and effects, respectively, may, with the consent of the Council, from time to time and at all times, be indemnified and saved harmless out of the funds of the Association, from and against,*

*(a) all costs, charges and expenses whatsoever that the person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against the person, for or in respect of any act, deed, matter or thing whatsoever, made, done or committed by the person, in the performance or intended performance of a duty or in the exercise or in the intended exercise of a power under this Act or the Professional Engineers Act, a regulation or a by-law, or for any neglect or default in the performance or exercise in good faith of such duty or power or otherwise in or about the execution of such duties; and*

*(b) all other costs, charges and expenses that the person sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by the person's own willful neglect or default.*

## **Society Committees**

The Officers may appoint such committees as they consider necessary and may nominate the Chair of each such committee.

The Officers shall coordinate the work of all such committees, set the Terms of Reference, and take whatever steps are necessary to facilitate the completion of tasks assigned.

The Officers should consider the work and on recommendations of a committee in a timely manner and in accordance with the approved Terms of Reference. The Officers should encourage participation by as many members as possible in the work of the committees.

## **Annual General Meeting**

Once a year, each Society is required to hold an Annual General Meeting (AGM) of the Members of the Society. During this meeting, the Officers of the Society must present the following to the Members of the Society:

- Financial report summarizing the financial activities of the Society during the fiscal year; and
- Report on the activities of the Society.

In addition, unless otherwise stated in the Society Bylaws. Societies will hold the election of Officers of the Society during this annual meeting.

Notice of the time, date, and location of the Annual General Meeting shall be provided to the OAA for information. It is suggested this meeting be held early in the calendar year, immediately after the annual reporting to the OAA is completed. It is the responsibility of the Chair to provide the results of the annual election of officers to the OAA and appropriate contact information. The contact information for the Chair will reside on the [OAA Website](#).

# Finances

*This section of the manual covers important information regarding the finances of Local Societies, including sources of income, procedures, and obligations.*

## Income

Local Societies receive funding through multiples vehicles, including Society Fees, Per Capita Allocation, and Special Project Funding.

### Society Fees

As stated in Section 71 of the Association's Bylaws, "subject to the provisions of the Act, the Bylaws and any standard rules of procedures established under Section 70, each Society may fix dues for its members." Notwithstanding, the annual fee for Society membership has been set at a consistent amount across the province for administrative reasons and consistency.

Fees for Society members who are also members of the Association are collected by the OAA on behalf of the Societies during the annual renewal process (December to April). The fees are then forwarded to each Society once the renewal process has come to a close in April of each year. In the case of out-of-province members, they are permitted to select their Society of choice. In addition to this, any member can choose to belong to a Society outside of the area in which their address of record is identified.

After the renewal process is closed, members of the Association may still join their Local Society by directly contacting the Society. The Society must directly administer the process of enrollment and collection of fees of all members joining after the renewal process has closed.

Societies may also collect fees from Affiliates of the Society who are not members or status category holders of the OAA. Societies must directly administer the process of enrollment and collection of fees for these individuals.

### Per Capita Allocation

In addition to the Society Fees, OAA Council provides additional funding to each Society based on the number of members of the Society who are also Members or Status categories of the Association. The total amount allocated to each Society is based on the following sliding scale and is calculated during the annual renewal process.

#### *Sliding Scale for Society Per Capita Allocation*

- \$50 per Society member up to 10  
(minimum \$500 to any Society)
- \$45 per Society member 11 to 20
- \$40 per Society member 21 to 30
- \$35 per Society member 31 to 40
- \$30 per Society member 41 to 50

## Reconciliation of Per Capita Allocation

Since the Per Capita Allocation depends on the renewal process of the Association, anyone with OAA Status who joins a Local Society after the renewal period will not be included in the initial Per Capita Allocation for that year.

Societies are invited to submit for a reconciliation of their Per Capita Allocation for the fiscal year by submitting a list of any additional Members and Status category holders of the Association who joined the Society after the renewal period by October of each year.

## Special Project Funding

The [Special Project Funding \(SPF\)](#) program, coordinated by the OAA Communications and Public Education Committee (CPEC), is intended for the Local Architecture Societies. It is awarded to carry out future special projects or events (i.e. not continuous operations) that cannot be covered by current assets of a Local Society, and further the OAA's objective to establish classes, schools, exhibitions, or lectures in, and promote public appreciation of, architecture and the allied arts and sciences. It requires submission of an Annual Report in early January each year.

Each application will be evaluated on the individual merits of the proposal and how it addresses the objectives of the Association, with priority given to projects excelling under the following criteria:

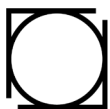
- potential to increase public awareness/appreciation of architecture and the allied arts and sciences;
- innovation, creativity, and relevance;
- ability to attract attendance and successfully run event/initiative, including accessibility matters, and other current environmental concerns or circumstances; and
- alignment to goals, priorities, and themes of the five-year [Strategic Plan](#), which include [Climate Action](#) and [Equity, Diversity, and Inclusion](#).

If a Society submits multiple proposals, each one will be evaluated individually. Societies are asked to mark those requests in order of priority or preference.

Please note: If a Society is requesting an SPF for an initiative that involves an agreement or contract with a third party, that agreement must also be provided to the OAA for review before final approval of any funding.

Over the years, the number of requests for Special Project Funding has grown considerably, as well as the amount of funding that has been requested collectively. OAA Council appreciates the level of local involvement that is being demonstrated through these special projects and is pleased to provide the funding to help make them happen.

If you would like your Special Project Funding proposal to be considered, please fill in the application through the links below (or provide a response that includes all the information outlined therein) and return it before the specified deadline to [ArchGrad@oaa.on.ca](mailto:ArchGrad@oaa.on.ca).



Societies can also learn more about opportunities for recurring SPFs, see the history of approved applications, and review a completed example on the [OAA Website](#).

### **Non-Profit Status and Harmonized Sales Tax**

The OAA is a registered non-profit organization, but it is not a registered charitable organization. As such, it cannot provide tax receipts for donations it or a Society receives, financial or in-kind.

The OAA as an incorporated organization and our HST number is registered to the OAA business number covering the activities under that business number only. Activities of the Societies are not deemed activities under the OAA business number.

Information on applying for a business number can be found on the [Canada Revenue Agency website](#).

In general, if the total amount of all revenues (before expenses) from the worldwide taxable supplies of all of the organization's activities is \$50,000 or more in any single calendar quarter, and in the last four consecutive calendar quarters, then Societies must register for HST.

### **Fiscal Year**

The Society's fiscal year runs from October 1 to September 30 in each year.

### **Annual Financial Report**

Each Society is required to submit a financial report of its activities as a component of its Annual Report to Council. (See previous section regarding Annual Report to OAA).

### **Liability of Societies and the Association**

A Society may not bind the OAA or represent that it may bind the OAA; the Society may not incur any indebtedness on behalf of the OAA. Section 75 of the OAA Bylaws dictates:

*No officer, member or affiliate of a Society, nor any Society shall have any power or authority as such to contract in the name of the Association nor to assume any obligations on behalf of the Association and the Association shall have no liability with respect to any debts or obligations assumed or incurred by any Society.*





# Events

*Among the most common activities coordinated by Local Societies are events for members and affiliates. These can range from social gatherings to educational sessions and buildings tours. The following section covers important information to consider when organizing an event.*

## Promotion

As Local Societies of the OAA, Societies can request their events be posted on the OAA Website and publicized through the Association's multiple communication vehicles, including social media ([Twitter/X](#), [Facebook](#), [Instagram](#), and [LinkedIn](#)), as well as the OAA News e-newsletter.

In order to best utilize the communication vehicles of the Association, Societies should submit the details of their events with at least one month's notice. This will ensure sufficient time for website posting and scheduling in the biweekly OAA news.

Societies should send event details to the OAA Society Liaison for posting.

## Special Occasion Permit

From time to time, a Local Society may organize an event for its members and/or the public that requires a special occasion permit from the LCBO (liquor license). The Society is required to complete the permit application on its own behalf. The OAA can offer some guidance on how to complete the application and provide a letter confirming that the organization is an official Society of the Ontario Association of Architects.

## Insurance

A Local Society may organize an event for its members and/or the public that requires it to provide proof of general liability insurance. It is possible for the OAA to obtain a rider on its own insurance policy for Local Societies for specific purposes, but the circumstances and cost must be evaluated on a case-by-case basis. In some instances, the Society will need to purchase a special event insurance policy.

## Continuing Education

In fulfilment of the Association's object "to establish, maintain and develop standards of knowledge and skill among its members." Societies can organize and coordinated Continuing Education learning activities for their members.

The OAA Continuing Education Program recognizes learning activities relevant to the business of architecture and address at least one of the following subject matter:

- architectural design;
- building code (Ontario Building Code and National Building Code);
- environment and energy;
- heritage buildings restoration;
- legal issues and legislation related to architectural practice and the construction industry;
- practice management and project management;
- risk management; and
- sustainable design / green architecture.

These learning activities in these subject areas can be either Structured or Unstructured.

### **Structured Learning**

The following requirements must be met for a Continuing Education session to qualify for Structured Learning hours:

- the session must be at least one hour in length;
- the learning activity is related to the business of architecture as defined above;
- a certificate or proof of attendance must be provided;
- the session falls under one of the following categories:
  - In-Person Learning - lectures, college or university courses, Lunch & Learns
  - Distance Education - webinars, online education modules or courses
  - Presentations and Teaching - public speaking engagements in a professional capacity for the purpose of informing others; and
- the learning activity occurred within the current OAA cycle.

### **Proof of Attendance**

The proof of attendance or certificate must contain the following information:

- Name of participant;
- Name of lecture;
- Total time of lecture;
- Date of completion; and
- Provider's name, logo, and contact information.

### **Unstructured Learning**

Unstructured learning does not require proof of attendance, and consists of the following categories:



**Maximum Hours per Cycle per Category (in hours)**

Category	Description	Architect	Non-Practising Architect
Committee Meetings	Attendance at meetings as a member of an organized group the mandate/activities of which relate to the conduct of business or the practice of architecture.	25	13
Council Meeting	Attendance at OAA Council meetings.	30	15
Discussion Groups	An organized group of individuals who have gathered to discuss a specific topic, matter or issue which is intended to support or advance the practice of architecture by the participants.	25	13
Distance Education In-Person Learning	Includes college or university courses, lectures, Lunch & Learns, seminars and workshops.	No Maximum	
Mentoring	Syllabus Program mentoring, IAP program mentoring, ITP mentoring, & BEFA mentoring.	10	5
Teaching	Public speaking engagements in a professional capacity for the purpose of informing others. Teaching preparation time is also eligible for unstructured learning hours.	25	13
Professional Writing	A body of writing that has been prepared by the individual which is connected to the practice of architecture and which is shared with others through publication for the purpose of educating or informing others. Publications can be electronic or printed format, and should identify the author.	25	13
Multimedia	Listening to audio books and podcasts, watching documentaries and videos, and reading of books, periodicals, or journals related to the business or practice of architecture	15	8
Scholarly Research	Research that is conducted by the individual for the purpose of advancing information and knowledge generally of a specific matter related to the business of architecture and which will be used to educate or inform others, for example, through publication.	45	23
Tours	An organized and guided tour which will support or advance the practice of architecture by participating	15	8

# Appendices

## Appendix A

### OAA Bylaws (excerpt, revised 2022)

Bylaws are a form of regulation authorized by the governing legislation, the [Architects Act](#). Governing administrative and operational activities and decisions of the OAA Council, bylaws allow the Association to undertake activities that not only contribute to the regulation of its members and practices, but also support and advance the profession as long as doing so does not impede or interfere with the OAA's primary objective to protect the public. This Appendix offers an excerpt of those related to the Local Societies. It can also be accessed on the [OAA Website](#).

### Societies





65. The Societies in existence when this by-law comes into force are continued as Societies of the Association with areas constituted by their present boundaries until the Council shall determine otherwise and the constitution and/or by-laws of each such society in effect at the date when this by law comes into force shall continue in effect until rescinded or amended in accordance with the provisions for rescission or amendment contained in such constitution or by-laws.
66. Any five (5) members of the Association residing in one locality may with the approval of the Council, form a society of the Association with 'offices' at such place as they may select, provided that the territory of a new society does not encroach upon the territory of an existing society. Should any question of encroachment between the territories of two Societies arise, the same shall be settled by the Council.
67. The Council may establish from time to time standard rules and procedures governing the operation of Societies and the conduct of their affairs.
68. Subject to the provisions of the Act, the by-laws and any standard rules of procedures established under Section 70, each society may fix dues for its members and may pass by-laws governing its operations and respecting the conduct of its affairs including provisions for amendment of such Bylaws. A copy of all such by-laws and amendments thereto shall be filed with the Executive Director.
69. A by-law passed by a society and any amendments thereto is not effective until it has been filed with the OAA.





70. Each calendar year, every society shall file a report of its activities for the year, which shall include a financial reporting as well as the number of members and affiliates of the society, with the Executive Director on the date prescribed by the OAA.
71. The Societies may provide for the admission of persons who are not members of the Association who shall be designated as affiliates of the society, but no person who is not a member of the Association, other than one intern architect, may be an officer of a Society.
72. No officer, member or affiliate of a society, nor any society shall have any power or authority as such to contract in the name of the Association nor to assume any obligations on behalf of the Association and the Association shall have no liability with respect to any debts or obligations assumed or incurred by any society.
73. The Council may from time to time declare any society inactive and suspend its operation or dissolve any society and provide for the transfer of the members and assets of any such society to another society or Societies.
74. If a society shall be dissolved or ceases to exist for any other reason, or is declared inactive by the Council, all assets of that society, unless otherwise directed by the Council shall vest in the Association and shall be delivered over by the governing body of the society to the Senior Vice-President and Treasurer of the Association forthwith on demand.
75. The Council may periodically authorize the making of grants to Societies in such amounts and for activities that:
  - (a) advance the knowledge of architectural education; or
  - (b) maintain or improve the standards of practice in architecture; or
  - (c) that support and encourage public information and interest in the role of architecture in society;
  - (d) such purposes as it considers appropriate.

## Appendix B

### Strategic Plan (excerpt, revised 2024)

First published in 2022, the OAA’s five-year Strategic Plan can be found on the [OAA Website](#). This Appendix excerpts the goal statements, strategic priorities, and metrics for four foundational goals that will be pursued over the coming years.

			
Regulatory Leadership	Governance and Operations	Member Competency	Public Education
<b>Goal Statements</b>			
<p>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.</p>	<p>Enhance the OAA’s governance and operational practices to ensure an effective, inclusive, resilient, and transparent organization.</p>	<p>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.</p>	<p>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.</p>
<b>Strategic Priorities</b>			
<ul style="list-style-type: none"> <li>• Actively engage with government, legal counsel, and the Attorney General to advance the modernization of the Architects Act and its Regulation.</li> <li>• Increase transparency, fairness, objectivity, and impartiality of OAA registration and regulatory processes.</li> <li>• Continue to serve the public interest through ongoing enforcement activities and investigating breaches of the Architects Act and its Regulations.</li> <li>• Continue to invest in programs and activities that contribute to and foster the diversity and perspective of new applicants to the architectural profession.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to implement the operational review recommendations, which include clearly defined roles for Council &amp; 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.</li> <li>• Monitor OAA governance reforms and continue to update Council governance practices to align with best practices of professional regulators.</li> <li>• Continue to develop, implement, and monitor the futureproofing strategy for OAA internal resources to be agile and resilient.</li> </ul>	<ul style="list-style-type: none"> <li>• Administer the legislative requirements of mandatory continuing education through the established program framework.</li> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Continue education initiatives to foster a greater understanding of the OAA as a unique professional self regulator.</li> <li>• 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.</li> <li>• 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.</li> </ul>

			
<b>Regulatory Leadership</b>	<b>Governance and Operations</b>	<b>Member Competency</b>	<b>Public Education</b>
<b>Metrics</b>			
<ul style="list-style-type: none"> <li>• A strategy for modernizing the Act and Regulations has been created and implemented.</li> <li>• The OAA's regulatory standards, policies, and procedures are current and consistent with the right-touch regulatory approach.</li> <li>• The OAA continues to identify and correct regulatory misalignments.</li> <li>• The OAA continues to be in compliance with the Office of the Fairness Commissioner and other government oversight bodies.</li> <li>• There is a clearer understanding of the path to licensure and a greater connection with those on the path to licensure.</li> <li>• The OAA's periodic Demographic Survey demonstrates a shift towards increased equity, diversity, and inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>• The 39 Operational Review recommendations are implemented.</li> <li>• Roles and responsibilities of OAA staff, committees, and Council are defined and documented.</li> <li>• The OAA's risk assessment metrics are implemented.</li> <li>• Staff retention remains high.</li> <li>• Participation and representation in Council elections is improved.</li> <li>• Best-practice gaps in governance relative to professional regulatory organization benchmarks have been identified, prioritized, implemented, and measured.</li> </ul>	<ul style="list-style-type: none"> <li>• Member competency and ethical practice continues to develop and is responsive relative to the industry and profession.</li> <li>• The content of the OAA's educational offerings is focused on technical and legislative content that is current and relevant.</li> <li>• Access to competency development-based education is diversified and equitable.</li> <li>• Increased member use of the OAA webpages on learning opportunities outside of the OAA.</li> <li>• Increased member use of the OAA webpages with the existing OAA Documents and Resources as well as Practice Advisory Knowledge Base area.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The OAA has developed and implemented a defined program of public education that responds to our mandate and that is sustainable over time.</li> <li>• The number of times government and other partners/parties have invited OAA to engage/inform on built environment issues in the public interest has increased.</li> </ul>