



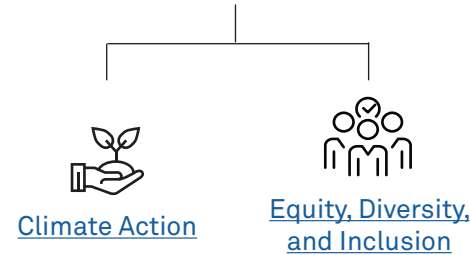
VISION

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.

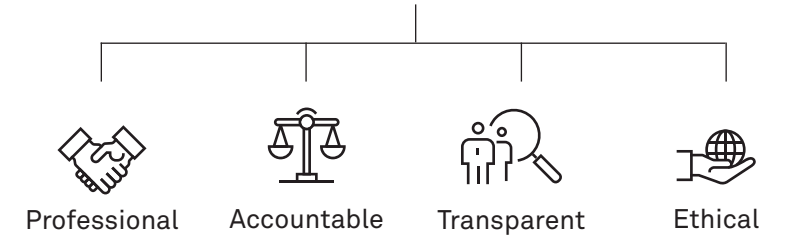
MANDATE

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.

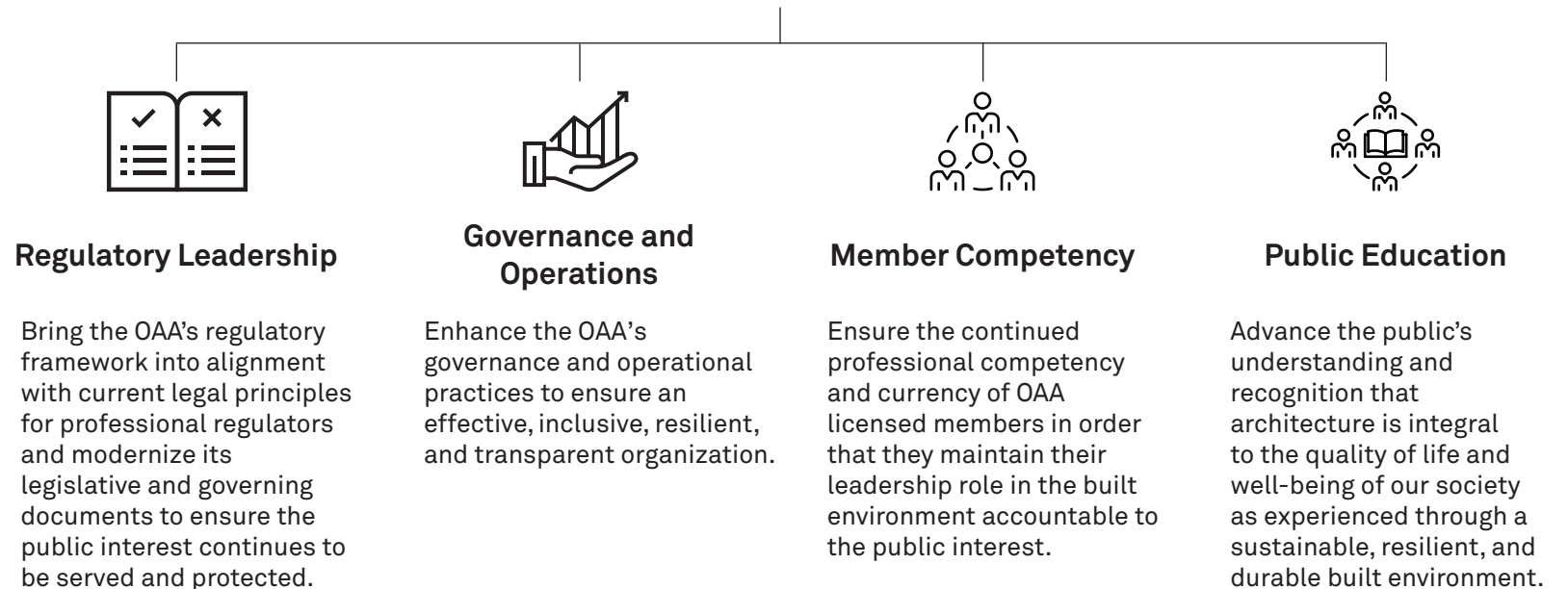
Themes



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 *Architects Act* 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 *Architects Act* 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 **OAA Council Meetings – Rules and Procedures**

Issue Date **November 29, 2023**

Revision Dates

Meetings of the Council of the Ontario Association of Architects (OAA) are conducted in accordance with Roberts Rules of Order which is included in the Councillor Orientation Manual, unless stipulated otherwise with the by-laws or as otherwise approved by OAA Council. The following operational procedures outline the rules and procedures for discussion, debate and motions 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 having not spoken to an item/motion shall be given preference on the speakers' list over any Councillor who has already spoken.
- An original main motion may only be introduced at a meeting if it has been added under New Business to the agenda approved for that meeting. Otherwise all other motions are to be contained within the individual reports to Council, unless a motion for an item that is "*For Discussion*" has yet to be identified.
- 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.
- The meeting will move to a period of informal discussion immediately after a new item has been presented and a main motion on the item is introduced and any questions on the item have been put and answered, and
 - a) a period of informal discussion is defined as the opportunity to discuss an item with the motion on the floor; and
 - b) the Chair of the meeting when the item is introduced continues as the Chair during the period of informal discussion unless they choose to relinquish the Chair; and
 - c) in a period of informal discussion the regular rules of debate are suspended; and
 - d) a period of informal discussion ceases when the Chair notes that no additional members wish to speak to the item or when an incidental motion to return to the regular rules of debate passes with a majority; and
 - e) immediately upon leaving a period of informal discussion, Council will be asked to vote on the motion

f) if the presenter of the item moves no motion on the item then the item is considered dispensed unless an indication to introduce additional original main motions on the item is on the agenda, in which case each of these motions is presented in turn and debated as per the rules of formal debate.



ONTARIO ASSOCIATION OF ARCHITECTS
Council Meeting of January 22, 2026 at approx. 11:00 a.m.

Meeting # 303

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 November 28, 2025 Open Council Meeting (*see attached*)
- 2 mins **3.0 BUSINESS ARISING FROM THE MINUTES**
- 4.0 ITEMS FOR REVIEW AND APPROVAL**
- 60 mins 4.1 Election of Officers (*oral*) Registrar
- 2 mins 4.2 Appointment to the Audit and Finance Committee (*oral*) SVP & Treasurer
It was moved by McKendrick and seconded by... that architect, Walter Derhak be appointed to the OAA Finance and Audit Committee for a two-year term effective January 22, 2026.
- 2 mins 4.3 Council Appointment to Northern Ontario Electoral District (*oral*) Registrar
It was moved by... and seconded by...that Council approve the appointment of Maxine Blais to the Northern 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.
- 7 mins 4.4 OAA Document Maintenance – Updates to Practice Tip PT.12 Residential Clients (Small Projects) (*see attached*) VP Yeung
It was moved by Yeung and seconded by That Council endorse the revised OAA Practice Tip PT.12 Residential Clients (Small Projects) as presented to Council on January 22, 2026.
- 5.0 ITEMS FOR DISCUSSION**
- 6.0 REPORTS**
- 1 min 6.1 Report from the President – Activities for the months of December-January (*see attached*) President
- 1 min 6.2 Report from the Executive Director (*see attached*) Executive Director
- 1 min 6.3 Report from the Registrar (*see attached*) Registrar
- 6.4 Committee Reports Committee Chairs
- 1 min 6.4.a Communications & Public Education Committee – Update (*see attached*) VP Spiegel
- 1 min 6.4.b Governance & HR Committee - Update (*see attached*) SVP & Treasurer
- 1 min 6.4.c OAA Building Committee- Update (*see attached*) SVP & Treasurer
- 1 min 6.4.d Practice Resource Committee (PRC) – Update (*oral*) VP Yeung

7.0 ITEMS FOR INFORMATION

- 7.1 OAA Service Area Semi-Annual Updates I
 - 7.1.a Communications (*see attached*)
 - 7.1.b Continuing Education (*see attached*)
 - 7.1.c Finance (*see attached*)
 - 7.1.d Human Resources (*see attached*)
 - 7.1.e Information Technology (*see attached*)
 - 7.1.f Policy and Government Relations (*see attached*)
 - 7.1.g Practice Advisory Services (*see attached*)

- 7.2 Conference 2026 Update (*see attached*)

Manager, Finance

8.0 OTHER BUSINESS

9.0 DATE OF NEXT MEETING

- 9.1 The next regular meeting of Council is Thursday March 5, 2026 at 9:30 a.m. at the OAA Headquarters, Toronto, Ontario.

10.0 ADJOURNMENT

Ontario Association of Architects

Meeting #302 Open

MINUTES

November 28, 2025

The three hundred and first meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Friday November 28, 2025 at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario and virtually via Zoom.

Present:	Ted Wilson	President
	Lara McKendrick	Senior Vice President and Treasurer
	Settimo Vilardi	Immediate Past President
	Susan Speigel	Vice President
	Thomas Yeung	Vice President
	Loloa Alkasawat	Councillor (<i>virtual</i>)
	Donald Ardiel	Councillor
	J. William Birdsell	Councillor
	Jim Butticci	Lieutenant Governor in Council Appointee
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee
	Natasha Krickhan	Councillor
	Jenny Lafrance	Councillor (<i>virtual</i>)
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Anna Richter	Councillor
	Kristiana Schuhmann	Councillor
	Ted Watson	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
Regrets:	Michelle Longlade	Lieutenant Governor in Council Appointee
	Marek Zawadzki	Councillor
Guests:	None	

The President called the meeting to order at 11:00 a.m.

The President noted that a land acknowledgement and recognition of the Indigenous land and its people is being shared with Council titled [Indigenous Voices with Anong Beam in Manitoulin Island, Ontario](#) from Explore Canada.

The President welcomed staff and members in attendance at the meeting. Returning Councillors Loloa Alkasawat, Natasha Krickhan, Settimo Vilardi, and Thomas Yeung were congratulated. The President offered his congratulations to newly elected Councillors, Andrew Chau and Nicola Russo on their election. Appreciation was expressed to Marek Zawadzki on his contributions and dedicated work on Council though he was not present at the meeting.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

A potential conflict of interest was declared by Ted Watson as he is listed as a speaker on the Continuing Education Conference roster to be approved for 2026.

Schuhmann noted that she was also involved.

AGENDA APPROVAL

9980. 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 November 28, 2025 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

9981. *Reference Material Reviewed:* Draft minutes of the September 18, 2025 Open Council meeting.

The draft minutes of the September 18, 2025 Open Council meeting were reviewed.

It was moved by Richter and seconded by Butticci that the minutes of the September 18, 2025 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9982. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9983. OAA Draft 2026 Operating and Capital Budget (*oral*)

The draft 2026 Operating and Capital Budget has been reviewed by Council.

It was moved by McKendrick and seconded by Richter that Council approve the 2026 draft operating and capital budgets as presented on November 28, 2025.

-- CARRIED (1 abstention)

9984. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated November 12, 2025 re. Amendment to OAA Bylaws, Schedule A. (**APPENDIX 'A'**)

The Executive Director noted that the amendments were in accordance with the 2026 budget approved by Council.

It was moved by Vilardi and seconded by Paquette that Schedule A to the OAA Bylaws be approved as presented to Council on November 28.

-- CARRIED (2 opposed)

9985. Appointments to Complaints Committee (*oral*)

The report was reviewed by Council.

It was moved by Speigel and seconded by Vilardi that Council approve the reappointment of Jason Witalis and G. Cameron Burns to the Complaints Committee for a three-year term, effective January 1, 2026.

-- CARRIED

It was moved by Mintz and seconded by Richter that Council approve the appointment of Jonathan Berg and Bettina Takacs to the Complaints Committee for a three-year term, effective January 1, 2026.

-- CARRIED

It was moved by Ardiel and seconded by Vilardi that Council approve the appointment of Ishan Patel for a one-year term as Chair of the Committee for 2026.

-- CARRIED

9986. Appointments to the Experience Requirements Committee (*oral*)

Councillor and Chair of the Experience Requirements Committee, Anna Richter reported.

It was moved by Richter and seconded by Speigel that Council approve the appointment of Cassandra Sims and Luxiameng Yang to the Experience Requirements Committee for a three-year term, effective January 1, 2026; and, that Andrea Buschsbaum be reappointed for a three-year term, effective January 1, 2026.

-- CARRIED

9987. Appointments to the Registration Committee (*oral*)

Councillor and Chair of the Registration Committee, Bill Birdsell reported.

It was moved by Birdsell and seconded by Vilardi that Council approve the appointment of George Meng and Stephen Mawdsley for a three-year term, effective January 1, 2026.

-- CARRIED

9988. Appointments to the Communications and Public Education Committee (CPEC) (*oral*)

Vice President and Chair of CPEC, Susan Speigel reported.

It was moved by Speigel and seconded by Paquette that Council approve the following appointments and terms to the Communications and Public Education Committee effective January 1, 2026:

2 year terms:

**Kurtis Chen
Carl Knipfel
Marlo Fabella**

3 year terms:

**Shan Li
Jose Power**

-- CARRIED

9989. Appointment to the Policy Advisory Coordination Team (PACT)

Immediate Past President and Chair of the PACT, Settimo Vilardi reported.

It was moved by Vilardi and seconded by Speigel that Council approve the appointment of Len Abelman, Architect, OAA to the Policy Advisory Coordination Team for a 3-year term, effective January 1, 2026.

-- CARRIED

9990. Appointments to the Practice Resource Committee (PRC) (*oral*)

Vice President and Chair of PRC, Thomas Yeung reported.

It was moved by Yeung and seconded by Vilardi that Council approve the appointment of Catharine (Cathy) Garrido, Chris Warden and Sander Waxman for a 3-year term to the Practice Resource Committee effective January 1, 2026.

-- CARRIED

9991. *Reference Materials Reviewed:* Memorandum from Registrar, Christie Mills dated November 12, 2025 re. Appointment of Life Members. (**APPENDIX 'B'**)

The Registrar reported.

It was moved by Birdsell and seconded by Vilardi that the following Architects be appointed Life Members:

Erju Akman	Kevin J. McIlmurray
Moiz Behar	Victor Peter Pala
Dennis L. Bryan	Honorata P. Pienkowska-Roseman
Terrance Peter Christoff	Hanna E. Regehr
Joseph A. Colonna	Brian Sickle
Peter Favot	Marc M. Silbert
Stephen A. Finnamore	John B. Stark
Katherine M. Ginn	Gabriel M. Talasman
Charles Ip	Peter H.M. Tovell
Grazyna Krezel	Kenneth W. Trevelyan
Philip Kwan	Robert Gordon Webster
Alka Lukatela	Siu-man Wong

-- CARRIED

9992. *Reference Materials Reviewed:* Memorandum from Registrar, Christie Mills dated November 12, 2025 re. Recognition of Architects Long Standing. (**APPENDIX 'C'**)

The Registrar reported.

A member of Council suggested that the Long Standing members be invited to present their work to OAA Council and/or members.

Doyle noted that they are celebrated by the membership at the AGM with a citation and the opportunity to share visuals of their work as well as receive an invitation to attend the OAA Conference.

It was moved by Paquette and seconded by Richter that the following Architects be recognized as Long Standing Members:

Henry Schefter	Moshe Safdie
David W. Oleson	Y.M. Tadros
Michael H.K. Wong	

-- CARRIED

9993. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated November 12, 2025 re. Ottawa Regional Society of Architects (ORSA) – Proposal re. Structured ConEd Hours for Society Executives Participation. (**APPENDIX 'D'**)

Doyle reported that the ORSA proposal is being brought forward for Council's consideration.

There was some discussion among Council which suggested that the proposal does not reflect structured learning, adding that other OAA volunteer opportunities including Committee and Council work does not receive structured learning. It was suggested that an incentive of 10 hours over a period of two years will likely not result in the intended uptake in volunteer work or participation in society work.

A Council member suggested that it would be inappropriate to recruit volunteers by offering structured learning in this manner.

It was suggested by a Councillor that structured learning would apply if the society held a workshop to orientate or mentor new individuals onto the society executive. It was noted that learning in that capacity could include understanding financial statements and operational roles similar to the structured learning opportunity such as management of a practice.

A member of Council requested clarification with respect to what is required through ROAC for structured and unstructured learning.

The Executive Director responded there are variations in the ConEd program across the country, however, most distinguish between structured and unstructured hours similar to the OAA. If something differs within a program, there would be a discussion at the national level with respect to each Council's determination of ConEd outside of the core requirements.

The Councillor suggested that the ORSA proposal should be accepted based on the response from ROAC and that Council create a task force to review structured versus unstructured learning.

There was further discussion among Council where it was suggested that the incorporation of lunch and learns at the society executive meetings may be applicable for structured learning. It was suggested that ORSA be contacted to assist them with opportunities.

The Executive Director noted that communication with ORSA may take place to provide guidance on opportunities to gain structured learning.

It was moved by Birdsell and seconded by Richter that the ORSA proposal be accepted as presented to Council on November 28, 2025.

-- DEFEATED (4 in favour, 9 opposed, 2 abstentions)

Action: The Executive Director to contact ORSA Chair to convey the decision of Council and to discuss how the Society can offer learning opportunities to members as well as conveying the tone of the discussion such that Council recognizes the value of learning through volunteer work, however that it is unstructured learning.

9994. *Reference Materials Reviewed:* Memorandum from the Continuing Education Advisory Committee dated November 19, 2025 re. Call for Presenters for the OAA Conference 2026 and attached supporting documentation. **(APPENDIX 'E')**

A member of Council noted that in the list of speakers there were few practical skills-based workshops on AI.

A Councillor noted an error under item 7 *Reforming* which was recognized as a typo in the list.

It was moved by Alkasawat and seconded by Paquette that Council approve the proposed roster of Continuing Education for the OAA Conference 2026 as recommended by the Continuing Education Advisory Committee subject to minor changes based on speaker availability and budget.

-- CARRIED

9995. *Reference Materials Reviewed:* Memorandum from the Senior Vice President and Treasurer, Lara McKendrick dated November 12, 2025 re. Council Policy – Society Finances and attached supporting documentation. **(APPENDIX 'F')**

The Senior Vice President and Treasurer reported.

It was moved by McKendrick and seconded by Vilardi that the policy for Society Finances be approved as presented to Council on November 28, 2025.

-- CARRIED

9996. *Reference Materials Reviewed:* Memorandum from the Communications and Public Education Committee (CPEC) dated November 14, 2025 re. Updates to Project Funding Program for Local Societies and attached supporting documentation. **(APPENDIX 'G')**

The Vice President and Chair of CPEC, Susan Speigel reported.

It was moved by Speigel and seconded by Mintz that Council approve the recommendations of CPEC as presented in its report of November 14, 2025 to Council regarding the Society Funding Program, including the revised deadlines for submission, the proposed Guidelines for Society Project Funding Program, and Evaluation Criteria.

-- CARRIED

9997. *Reference Materials Reviewed:* Memorandum from Vice President and Chair of the Practice Resource Committee (PRC), Thomas Yeung dated November 19, 2025 re. OAA Document Maintenance – Practice Tips Impacted by CCDDC Contract Changes: Updates to Practice Tip PT.23.2 and attached supporting documentation. **(APPENDIX 'H')**

Vice President and Chair of PRC, Thomas Yeung reported.

It was moved by Yeung and seconded by McKendrick that Council endorse the revised OAA Practice Tip PT.23.2 CCDDC Construction Management Contracts as presented to Council on November 28, 2025.

-- CARRIED

ITEMS FOR DISCUSSION

9998. There were no items for discussion.

EXECUTIVE COMMITTEE REPORTS

9999. *Reference Material Reviewed:* President's Activities for the months of September to November. **(APPENDIX 'I')**

The report was noted for information.

10000. *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated November 18, 2025 re. Executive Director Report to Council. **(APPENDIX 'J')**

A member of Council requested an update on the recent meeting with the Office of the Fairness Commissioner (OFC).

The President responded that the Fairness Commissioner has reached out for an opportunity to revisit the general discussion with Council from the June 2025 meeting. It was a very positive meeting and took the form of a brainstorming session with more detailed discussion on the various paths to licensure, framed in terms of the Act modernization.

The Registrar noted that it was an opportunity for a discussion as the OFC have been having similar meetings recently with other regulators. It was an opportunity to share any concerns as well as to bring awareness to the various paths to licensure as well as areas for improvement in communication.

The Executive Director noted in her report that a major upgrade to the OAA's database system is ongoing. The upgrade will be completed shortly and transfer of data over to the new upgraded platform will require that systems be unavailable for several days in January.

The report was noted for information.

10001. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills re. Office of the Registrar Statistical Report to Council – September 4 to November 12, 2025. **(APPENDIX 'K')**

The report was noted for information.

10002. *Reference Material Reviewed:* Memorandum from the Communications and Public Education Committee (CPEC) dated November 14, 2025 re. General Update from the Communications and Public Education Committee (CPEC) and attached background information. **(APPENDIX 'L')**

The report was noted for information.

10003. *Reference Material Reviewed:* Memorandum from Governance Committee dated November 3, 2025 re. Update from OAA Governance & HR Committee. **(APPENDIX 'M')**

The report was noted for information.

10004. *Reference Material Reviewed:* Memorandum from the OAA Building Committee dated November 3, 2025 re. Update from the OAA Building Committee. **(APPENDIX 'N')**

A member of Council enquired as to whether the actuators on the geothermal system fell under warranty. A Councillor confirmed that there is no warranty and the cost will be covered through the capital budget.

It was suggested by a Council member that the OAA may wish to take the opportunity to communicate to members and clients the efficiencies of the building. It was also suggested that the OAA website should display the energy saving of the Headquarters.

The Executive Director responded that there is ongoing discussion in this regards as well discussion related to the landscaping of the building. The Communications team is working on messaging for the New Year.

The Executive Director commended COO Kathy Armburst and the operations team on their work and commitment to the OAA facilities.

It was suggested by a member of Council that once the capital investment cost is recovered it would be good to have it displayed in a chart form in terms of the return on investment. It was noted however that efficiencies are difficult to measure as they often equate to occupant satisfaction.

The report was noted for information.

10005. *Reference Material Reviewed:* Memorandum from Practice Resource Committee (PRC) dated November 17, 2025 re. Practice Resource Committee (PRC) Update. **(APPENDIX 'O')**

A member of Council suggested that in regard to Section B of the participant feedback, specifically the suggestion that participants have access to the questionnaire after completion, that an overview of the survey and the associated resources would function as a good checklist for practices.

The report was noted for information.

10006. *Reference Material Reviewed:* Memorandum from Immediate Past President and Chair, Settimo Vilardi dated November 4, 2025 re. Update on the Policy Advisory Coordination Team's (PACT) work. **(APPENDIX 'P')**

A Councillor requested further feedback on the OAA's response to Bill 60. In addition, kudos were given to the Queen's Park Picks (QPP) event. It was suggested that the public awareness aspect be expanded to include videos to share with a broader audience.

A member of Council responded that the OAA submitted a response to Bill 60 through a statement that was vetted with the President. It was noted that the Bill was pushed rapidly through legislature which provided little time to provide feedback or suggest a change.

The Councillor noted that the QPP momentum builds each year with more interest received from MPPs, adding that the Premier submitted a project. The OAA continues to engage MPPs related to design and construction such as the Minister of Housing.

It was suggested by a Councillor that QPP be referred to CPEC for further consideration of promotion of the event.

A Council member noted that the statement of the OAA in regard to the rollback of green standards in the Bill 60 submission was an excellent point to be made.

The report was noted for information.

ITEMS FOR INFORMATION

10007. *Reference Material Reviewed:* Memorandum from Immediate Past President and ROAC member, Settimo Vilardi dated November 13, 2025 re. Report on Semi-annual Meeting of the Regulatory Organizations of Architecture in Canada (ROAC). **(APPENDIX 'Q')**

The report was noted for information.

10008. *Reference Material Reviewed:* CACB-CCCA Latest Activities Report dated September 28, 2025. **(APPENDIX 'R')**

The report was noted for information.

10009. *Reference Material Reviewed:* Design Industry Advisory Committee (DIAC) Annual Update 2024. **(APPENDIX 'S')**

A member of Council requested clarification on the reason that the OAA is on the DIAC since the Association is a regulator.

The Executive Director responded that the relationship with DIAC is longstanding. The Toronto Society of Architects sits on the committee. Council felt it was important at the time it was first initiated and agreed to cover the cost of the yearly membership.

It was suggested that the relationship with DIAC be further discussed in the context of future involvement.

The report was noted for information.

OTHER BUSINESS

10010. There was no other business.

DATE OF NEXT MEETING

10011. The next regular meeting of Council is Thursday January 22, 2025 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

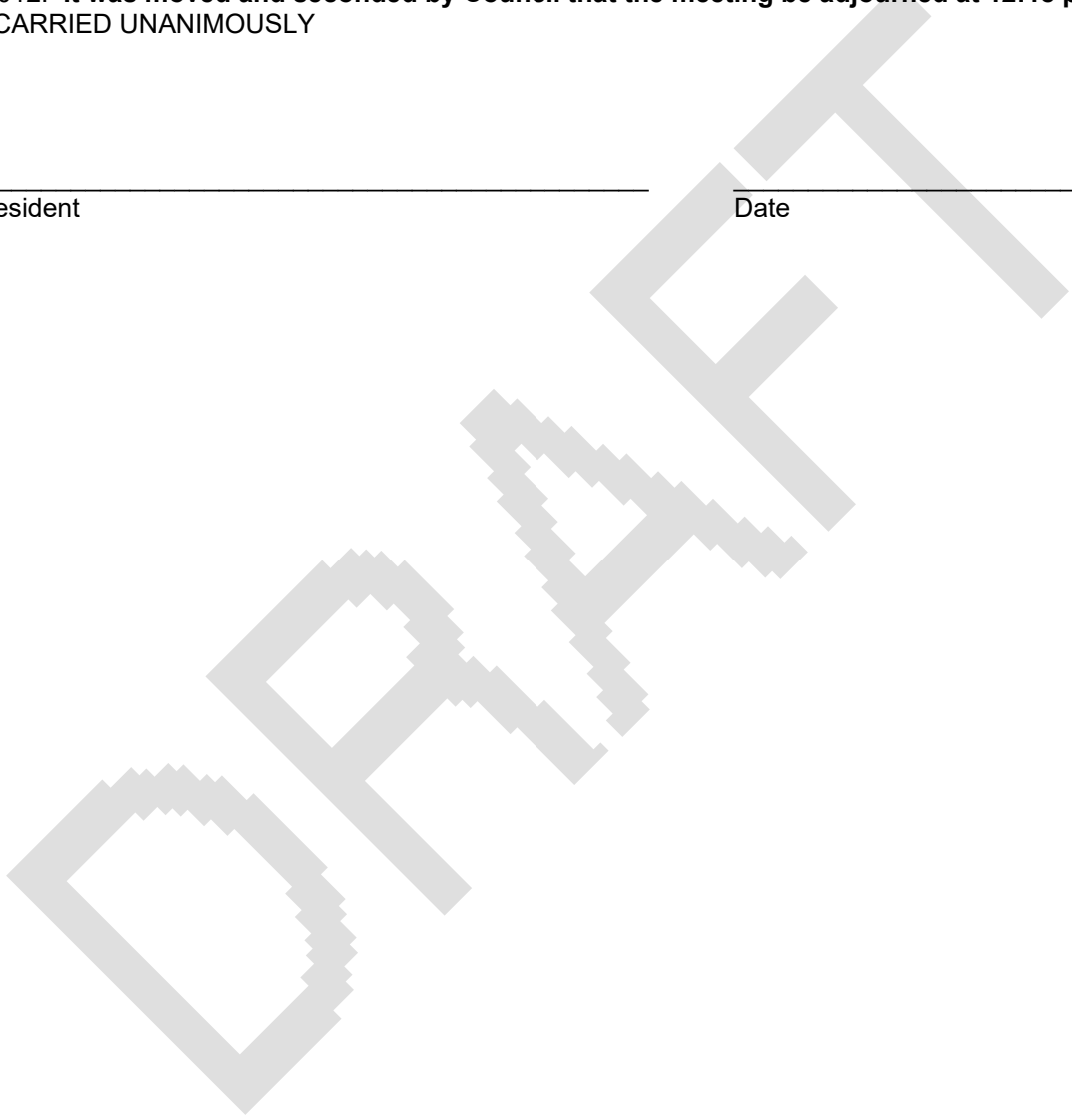
The OAA Strategic Plan Review & Council Governance Workshop is scheduled following the Council meeting on Thursday January 22, 2026 3:00 p.m. – 6:00 p.m. and Friday January 23, 2026 9:00 a.m. – 3:00 p.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario. It was noted that the session will be held in person only.

ADJOURNMENT

10012. **It was moved and seconded by Council that the meeting be adjourned at 12:18 p.m.**
-- CARRIED UNANIMOUSLY

President

Date



Memorandum

To: Council

William (Ted) Wilson	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Jim Butticci	Andrew Chau
Kimberly Fawcett-Smith	Natasha Krickhan
Jenny Lafrance	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Angela Panacci
Anna Richter	Nicola Russo
Kristiana Schuhmann	Susan Speigel
Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 4.4

From: Thomas Yeung, Vice President & PRC Chair

Date: January 13, 2026

Subject: OAA Document Maintenance - Updates to Practice Tip PT.12. Residential Clients

Objective: To provide overview of the updates to PT.12 Residential Clients (Small Projects).

Background

The OAA's Practice Tips are accessed via the OAA website and, although written primarily for Architects and Licensed Technologists, they are also a resource for clients, lawyers, and other industry professionals. They are meant to be concise and follow a consistent structure and tone.

Various calls to the Practice Hotline indicated that the Practice Tip was being referenced, but the content needed to be refreshed:

- Reflect changes to the Ontario New Home Warranty Program.
- Be inclusive of Licensed Technologists.
- Refer to OAA 2021 contracts rather than the 2013 versions.
- Reflect changes in general practice since the last content update.

Key Changes to the Practice Tip PT.12 (refer to Appendices 0, 1 and 2)

Practice Tip [PT.12 Residential Clients](#) was originally published in 2009 in response to comments by members and by the Complaints Committee to provide members with guidance in approaching projects for such clients.

In keeping with the role of the Practice Resource Committee (PRC), the members of the PRC were first involved back in the spring of 2025 in the review of the Practice Tip.

To assist the PRC in their review of revisions to PT.12, the attached Summary document was provided to the committee along with the redlined document. See Attachment 0 which provides a high level summary of the changes to the Practice Tip as well as the process of review. Legal counsel was also involved as part of the maintenance project.

Overview of the Process and Input from Various Parties

The draft was developed by starting with the current version of the Practice Tip, then adjusting it to reflect changes in organization and content. Following input from PRC, the draft was further developed with input from legal counsel. PRC was kept apprised of the process/progress and a near-final draft version of the document was shared for final feedback at the November PRC meeting. (Refer also to the June, September and December 2025 Council Memos entitled “Practice Resource Committee (PRC) – Update”.) Following the PRC meeting, the draft was reviewed by the Registrar and legal counsel prior to finalizing the draft.

Next Steps - Communication Plan and Withdraw Previous Version

In tandem with the OAA’s Communication team, staff from PAS will work on the following items to support the release of the updated resource following Council’s review:

- Update to the OAA website, including edits to other associated resources such as PT.00 Index to Practice Tips.
- Coordinate the change to the resource with other OAA Programs/ Service Areas (i.e. OAA Admission Course, CSA Access Program) – if required
- Communication to Members: The updated Practice Tip will be posted on the website and featured in an upcoming issue of the OAA’s Practice Advisory Newsletter as well as social media.

Action

Council is asked to consider the following motion:

It was moved by Yeung and seconded by That Council endorse the revised OAA Practice Tip PT.12 Residential Clients (Small Projects) as presented to Council on January 22, 2026.

Attachments

- Attachment 0: Executive Summary (Main Technical and Editorial Changes to PT.12)
- Attachment 1: REDLINE - PT.12 Residential Clients (version 2.1)
- Attachment 2: CLEAN PT.12 Residential Clients (Small Projects) (version 3.0)

Practice Tip PT.12 – Residential Clients (Small Projects) (version 3.0)

Executive Summary

The OAA's Practice Tips are accessed via the OAA website and, although written primarily for OAA Licensed members, they are also a resource for clients, lawyers, and other industry professionals. They are meant to be concise and follow a consistent structure and tone.

Updated January 13, 2026

Background

This Practice Tip was written to provide guidance to practices concerning issues which impact the provision of architectural services to small projects for residential clients.

Written in 2009 after it was decided that a version of OAA 600 customized for residential projects was impractical. There is no direct relationship between the attempted contract customization and the content of the Practice Tip. Rather, the Practice Tip reflects a desire to assist practitioners working in the small scale residential market. This Practice Tip underwent a minor update in 2020 when the OAA logo was changed and the references to OAA 600 were updated.

The resource was reviewed in response to the latest changes to the Ontario New Home Warranty Program, OAA contracts and to clarify that the Practice Tip was not intended to apply to large residential projects such as apartment or condominium buildings or townhouse complexes, nor to the provision of non-architectural services (e.g. Construction Management services).

Requirement to Update

- This Practice Tip needed to be updated to reflect changes to the Ontario New Home Warranty Program.
- The previous version was not inclusive of Licensed Technologists.
- References to OAA Contracts needed to be updated from 2013 versions to 2021.

Overview of the Process and Input from Various Parties

- PAS prepared an initial draft for review by PRC and to collect feedback.
- After discussion with PRC, PRC's comments were considered and incorporated into the draft as appropriate.
- PRC reviewed an updated version at the November meeting.
- The Registrar and legal counsel also reviewed the working file and provided additional comments/input which were incorporated in final draft version.

Organization of PT.12 and Proposed Changes

- General updates/formatting to the body of the Practice Tip
 - Editorial updates as required, in part to reflect a more formal tone.
 - Grammar and other minor edits for legibility, etc.
 - Replaced "architect" and leverage alternatives such as "OAA member", "holder of a certificate of practice", CoP holder, etc.
 - Updated references from OAA 600-2013 to OAA 600-2021

- Proposed Updates to Title of Practice Tip:
 - For clarity it was decided to explicitly refer to small projects.

Proposed edits to Summary,

- Expanded the Summary section to provide additional context for the Practice Tip

Proposed edits to Background Section

- New subtitles to cover regulatory, contractual as well as communication/managing expectations such as “Managing Expectations and Communicating with Residential Clients”, “Become Familiar with the Ontario New Home Warranty Program”.

Proposed edits to Suggested Procedures Section

- In addition to some existing sections being subdivided for clarity as well as added new recommendations, this section of the Practice Tip has new bolded subtitle for each procedure as a means for the reader to have quick reference on topics covered.

Proposed edits to Definitions Section

- Clarified the usage/meaning of “general review”.

Proposed *NEW* section “Useful Resources to Share with Clients”

- List some key resources to be shared with client such as references to Tarion and HCRA to obtain information about the Ontario New Home Warranty Program
- Resources on OAA’s public side of the website

Proposed edits in References Section

- Update reference to the OAA 2021 contract suite
- Reference additional Practice Tips and other relevant resources (to minimize duplication of content)

Next Steps

- Pending any feedback from the January Council meeting, PAS to work with the Communication team to update the file on the OAA website.
- Membership will be advised of the update via an upcoming Practice Advisory Newsletter.



Residential Clients (Small Projects)

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Summary

AThis Practice Tip focuses on projects involving single detached dwellings designed for clients who intend to live in the project or rent the project in whole or in part to a tenant when it is completed, rather than for townhouse, apartment, or condominium building projects.

For these clients, a residence is often one of the most important investments of ~~a client's~~their lifetime as well as a personal expression within the community. Problems may arise due to the expectations of the parties to ~~an agreement~~a contract for professional services not being mutually and clearly understood. ~~Members~~When working with such clients, members are strongly encouraged to employ standard forms of contract ~~and~~(such as the latest OAA Contract Suite) and to discuss proposed services, fees, budget, and client requirements ~~and expectations~~ at the outset ~~of~~. ~~Members may also want to become familiar with Ontario New Home Warranty Program requirements that may apply to~~ the project.

Background

Some projects require an Architect or Licensed Technologist for both the design and general review of the construction, while others **may** be designed by an OAA member, though this is not a requirement. Whether custom or tract, houses (i.e. single-family dwellings) fall into the latter category and, by law (under the *Architects Act*), do not need to be designed by Architects or Licensed Technologists. Where general review is not mandatory at law (such as under the Building Code), it may still be provided as a service.

Architects or Licensed Technologists authorized to offer services to the public will have a certificate of practice (CoP). They are referred to collectively as “CoP holders” or simply “holders”.

When embarking on a project to design and build, a residential client is making a commitment to ~~what may be~~ a major investment in ~~an unknown quantity~~what may be to them an unfamiliar process. While it is possible to define a proposed residence broadly in terms of form and function, there are significant variables and questions needing attention. ~~You, the client's architect,~~The chosen design professional will be a major determinant in answering these questions.

During the design ~~and construction~~ of the residence, ~~you effectively become~~the holder becomes a major contributor to the project, serving as advisor, coordinator ~~and~~ technical manager, ~~as well as creative artist~~. ~~In a large measure, it will be your contribution that will have the greatest impact on the success of the project, and translator of the client's program of requirements into reality.~~

Services are rendered most effectively when a clear understanding exists between ~~you~~the holder and ~~your~~the client regarding respective obligations and responsibilities. This understanding is best accomplished ~~best~~ by a thorough review of the scope of the services to be provided (or not being provided) by the ~~architect~~CoP holder, confirmed in a written contract.

Managing Expectations and Communicating with Residential Clients

A home is likely the single most expensive purchase most people make. For many residential clients, this may be the first time they are personally involved in a construction project. As a result, they may need more guidance than commercial or public-sector clients.

Residential clients may demonstrate a higher degree of emotional engagement with projects involving their primary residence than with other types of projects. This engagement may be reflected in their expectations, and which aspects of any communication receives the focus of their attention.

Clients often bring to the design discussions images found on the internet or social media, or ideas and expectations gleaned from home improvement shows on television. Such involvement can be beneficial, but the ideas and expectations must be evaluated for consistency with the overall design concept, suitability for site conditions including the climate, and costs in relation to a realistic budget in the local market.

Communication is key to a successful project and requires the active participation of all involved. Clients may be unfamiliar with much of the vocabulary taken for granted in the design and construction industry. They may also be reluctant to admit a lack of clear understanding of the terms being used. This can have a negative impact on communications. Clients may need to be introduced to the specialty vocabulary of the design and construction industry. Where possible, limit use of industry jargon without being ambiguous. Ask the client to tell you what they have understood you to mean, and clarify as needed.

In expectation of saving money, some clients may not think they need to keep a CoP holder retained after a building permit is issued. It may be necessary to educate the client about the value added by continuing to work with an OAA member for both the design and construction contract administration phases. There are benefits in having a professional available to handle the unexpected, to answer questions, and to help evaluate changes proposed by the contractor or technical matters related to other consultants involved in the project. This should be discussed with the client at the outset of the project. Holders attract significant liability by visiting a site even once during construction. Appropriate compensation for performing site reviews and undertaking the associated liability should be addressed in the contract with the client.

Clients should also confirm with their lenders if third-party certification of construction progress will be required before funding is advanced.

Become Familiar with the Ontario New Home Warranty Program

The New Home Warranty Program was created pursuant to the *Ontario New Home Warranties Plan Act*, RSO 1990, c O.31 to protect new home buyers from the effects of poor workmanship, non-compliance with the Building Code, and other issues that may arise in home construction. It may have specific implications for the project, including on the holder's scope of services. (The Program does not apply to renovations or additions to existing buildings.)

Responsibility for Ontario's New Home Warranty Program is split between:

- Home Construction Regulatory Authority (HCRA), which handles registration of builders; and
- Tarion Warranty Corporation (Tarion), which handles warranty provisions.

According to the HCRA website, "all new home builders and sellers are required by law to be licensed by the [HCRA]. It is illegal to build or sell a new home without a valid licence." Special rules apply to owner-builders.

If a holder becomes aware of a client hiring a non-registered builder, certain responsibilities may arise. In addition to contractual responsibilities to the client, holders have a duty of care to the public. Refer to Section 42 of Regulation 27 or professional misconduct considerations.

For more information on the possible applicability of the New Home Warranty Program on the residential project, refer to the Tarion and HCRA websites, as well as:

- OAA Practice Tip PT.02, What Every Architectural Practice Needs to Know About Government Legislation; and
- OAA Practice Tip PT.08, Participation in the Permit Process: Application for Building, Demolition or Conditional Permits.

Suggested Procedure

The following suggestions ~~are based on experiences gained from conversations with members and clients, and from the Ontario Association of Architects (OAA) Complaints Committee, and~~ represent some of the issues requiring attention at the outset of a project.

1. ~~**Consider an Initial Consultation:** An initial consultation with the prospective residential client can have tremendous value ~~and this. This~~ exploratory meeting ~~should can be used to~~ determine ~~if there is and~~ explore client expectations, establish a mutual comprehension of expectations.~~
 - 2.1. ~~, and discuss a rough estimate of the likely construction cost.~~ The prospective client must be made aware in advance if a fee is associated with ~~the initial this~~ consultation. ~~Beware of residential clients with unrealistic aspirations who may not listen to your advice and whose past record indicates they are prone to litigation. Be prepared to refuse or resign a commission when circumstances have deteriorated to a point warranting such action.~~

This is also an opportunity to help clients understand that many aspects of the project are beyond the control of the CoP holder and project team. This particularly applies to approvals by municipalities and other authorities having jurisdiction, performance of and time taken by the client's other consultants, manufacturers, suppliers, and contractors.
2. ~~**Discuss Use of a Retainer:** The retainer's need and purpose should be expressly established. Clearly state (ideally in writing) the retainer's dollar value and that services will not commence until the retainer is paid. The client should be aware of when and how the retainer will be applied. Typically, as in Article A22 of the OAA 600-2021, the retainer is applied to the final invoice once the contract is completed or terminated with any unexpended amount of such retainer then returned to the client.~~
3. ~~**Establish as a minimum at the Scope of Services:** Establish the~~ level of professional service adequate for the project and then negotiate a fee commensurate with ~~your services, the services to be provided. See, for example, Schedule 2 – Basic Services and Schedule 3 – Additional Services to the OAA 600-2021 or OAA 800-2021.~~ Do not tailor services to meet your residential client's proposed fee if the resulting ~~servicescope of services~~ is less than that of a prudent ~~architect as well as holder,~~ less than required to properly meet the needs of the client.
- 4.3. ~~When finalizing your contract you should clearly indicate the services being offered along with associated fees. If a retainer is, or less than required on commencement of the project, your client should be well aware of the phase of work to which it will be applied. Put everything in writing and insist on a signed standard Client/Architect contract. The OAA strongly recommends the use of OAA 600 – Standard Form of Contract for Architect's Services. to protect the public interest.~~

Whether or not OAA 600 forms the contract, the checklists in OAA 600It is also helpful to establish items such as the maximum number of design iterations that will be prepared, the maximum number of meetings to be attended, the number of hours to be spent in preparation for and in presentation to various authorities having jurisdiction, and the minimum number of site visits required. Exclusions from the scope of services should also be expressly articulated. Hourly rates should be established for extra services required beyond that agreed to in the contract. See, for example, GC04 of the OAA 600-2021.
4. ~~**Use of Standard Contract to Document Expectations:** To protect both parties (client and design professional), document everything in writing and leverage a standard architectural services contract for signature. The OAA recommends use of the free OAA Contract Suite, such as OAA 600, Standard Form of Contract for OAA Licensed Member Services (the Architect or Licensed Technologist version as appropriate). You may also want to consider OAA 800, the standard short-form contract.~~

If the client requests that your practice carries subconsultants (engineering, interior design, landscape), use of OAA 900, OAA Standard Form of Subcontract Between Licensed Member and Subconsultant is recommended for the holder's engagement of such subconsultants.

Note: The schedules and appendices in the OAA Contract Suite 2021 are an excellent tool for discussing with the client the typical phases and services that are involved in a project ~~and that an architect which a holder~~ may or may not provide.

~~On a residential project, the ownership of the project may not be straight forward. Where there are multiple owners, each of the owners should sign and be bound by the terms of the client/architect agreement.~~

~~Communication is key to a successful project and requires the active participation of all involved. The creative process is collaboration. Alterations and changes during the process often occur. To avoid disagreements concerning intent often accompanied by greater costs than expected, make sure that every item is discussed and **documented**.~~

5. ~~Of particular importance to clients is a~~ **Establish the Budget and Timeframes:** A clear understanding of the envisaged project relative to the client's their budget. Provide and timeframe is important to clients. Whether prepared internally or with a subconsultant, provide your client with a realistic estimate of construction cost and advise him/her of impact of (including design and construction contingencies), prepared with a level of precision commensurate with the information available at the time. Advise the client of the impact of contemplated adjustments or changes as they arise (including any impact on project start time, duration, construction costs, approvals, and your professional fees.) See, for example, the terms relating to budget, estimates and construction cost in GC06 of the OAA 600-2021.
6. ~~From~~ **Finalize the Fees:** When finalizing the contract, clearly indicate the professional services being offered along with associated fees. Equally important is an explicit indication of the services not being provided. If the contract is silent, it may be held that a reasonable client could expect a service to be provided even if there is no identified fee in the schedule for that service. Fees such as hourly rates to be applied for any extra services, such as those required to address unforeseen changes and delays, should also be clearly set out.

The design process led by the holder is a collaboration involving all the consultants that is constrained by applicable law and the requirements of the authorities having jurisdiction. Alterations and changes during the process often occur due to unforeseen site conditions, changes in applicable law, and changes in scope or design requested by the client. To avoid disagreements concerning intent often accompanied by greater costs than expected, ensure every item is discussed, properly understood, and documented when they first arise.

7. **Sign the Contract:** On a residential project, the ownership of the project may not be straightforward and it is recommended that legal ownership of the property be confirmed by review of the registered title (i.e., of the Property Identification Number). Where there are multiple registered owners of the property, each of the owners should sign and be jointly and severally bound by the terms of the architectural services contract.

Sometimes, clients are hesitant when it is time to sign the contract, but this is an important threshold to achieve and important to protecting the holder's rights, including its right to payment for services performed. There may be pressure to get the design underway including to meet the client's desired schedule. Each practice will have to judge for themselves how much services to perform after negotiations conclude but before the contract is signed.

Best practice is to have a signed contract before beginning design services, so that the terms of the holder's engagement are clear and not subject to debate, but, where this is not possible, it is recommended that the holder make clear in writing that its performance of services is predicated upon the terms of the current form of contract. The holder should also expressly identify when performance of the services will stop if the contract is not executed. These understandings should be communicated in writing and, if necessary, can be confirmed in a letter of intent or other form of written agreement. Where a letter of intent or other form of "preliminary" agreement is contemplated, it is recommended that the holder obtain independent legal advice to ensure protection of the holder's rights under any such agreement.

- 6-8. **Maintain Clear Lines of Communication:** At the start, establish clear lines of communication ~~must be established~~ and finalize essential issues such as program, budget, forms of project delivery and

construction contracts, milestones ~~and deadlines must be finalized~~, and significant deadlines. Whenever possible, such communications with the client should occur or otherwise be recorded in writing.

~~7.9. You absolutely must obtain instructions~~ **Obtain Direction Only from a single source. Single Source:** This is particularly important if the client is a couple, a family, or a partnership. Have one of them designated in writing as the owner's representative and take instructions only from that individual. This will avoid inconsistent or contradictory instructions from different individuals and reduce the likelihood of disputes over scope and fees.

~~8.10. Keep accurate records and confirm~~ **Keep Accurate Records Throughout the Project:** Confirm to your client in writing all instructions they have given you. Memory failure, unrealistic expectations, incomplete understanding of events, and lack of proper documentation ~~have caused architects~~ can cause many anxious moments, ~~embarrassments, financial loss and precious time.~~ Contemporaneous documentation has been cited by the courts as being critical when trying to establish or defend a holder's position.

~~11. Few~~ **Provide Guidance Throughout Your Scope of Services:** Guidance does not need to be provided related to phases of the project or for services that are not in the scope of services to be performed by the holder.

~~Not all residential clients realize how complicated the design and building process is~~ processes are. Never assume that a client understands architectural and building terminology ~~or~~, can read and understand drawings ~~and~~, or visualize the final product from them. ~~For many clients, this~~ They may be the first and only time that they are personally involved in a construction project. ~~What has become second nature to architects may be gibberish to a client, and clients may be too embarrassed~~ not know which questions to ask for clarification. You must communicate. Communicate fully, confirm that what the client has understood, have an ability. Be prepared and willing to really listen carefully and understand your client's concerns, and. Seek confirmation by clearly communicate communicating your understanding of what the client says or is asking, and any solutions proposed. Whenever possible, such communications with the client should occur or otherwise be recorded in writing.

~~12. Choices of Materials and Impacts on Durability and Maintenance:~~ A well-conceived designed residence can be built efficiently and economically. The selection of materials, systems, and design solutions are interrelated. Clients should understand that contractors may suggest changes that will make it cheaper or more efficient to construct the residence, but without necessarily evaluating other impacts of the proposed changes, such as on the project's durability or long-term operating costs to be borne by the either the client (or owner of the property).

~~13. Holder's Role in the Permit Process:~~ Refer to OAA Practice Tip PT.08 (Participation in the Permit Process - Application for Building, Demolition, or Conditional Permits) for a discussion of the appropriate role of the holder in assisting the client.

~~14. Selection of a Contractor:~~ The selection of a contractor is the client's responsibility. Holders may assist the client in comparing bids and identifying missing or incomplete information. Holders may comment on experience with a contractor, noting that past performance is no guarantee of future performance. Holders may also comment on the suitability of a contractor, but should not make the actual selection. Doing so may leave the holder liable should the contractor perform poorly. If irregularities arise in the selection process, explain the issues involved and suggest the client seek the appropriate legal, accounting, or other advice. Whether any bid is acceptable under Contract A/Contract B considerations or is substantially compliant requires a legal determination that should not be made by a holder. By this time, the owner should have determined whether the requirements of the Ontario New Home Warranty Program apply.

~~9.15. Holder's Participation in the Construction Phase:~~ If you are retained to provide construction contract administration (office or ~~general review~~ field services) during construction, communicate clearly the extent of those services ~~and what is not being provided.~~ The client should understand that you are not responsible ~~should~~ for the contractor's performance or lack thereof. Should the contractor fail to carry out the work in accordance with the construction documents. Be cautious about recommending

~~acceptance of any particular bid. Explain to the client that protection against faulty workmanship is directly related to the competence and integrity of the contractor, that is the contractor's responsibility.~~

~~**Caution:** Do not let the client determine the maximum number of site visits required. That determination requires professional judgement. Do not agree to and their frequency based on the needs and complexity of the project. This decision is best made using professional judgment, rather than being dictated by the client. Site visits should be scheduled strategically in alignment with the progress of the work to ensure meaningful observation. Agreeing to conduct visits solely on an "as requested" basis may compromise the holder's ability to provide site visits on an "as needed" basis. Appropriate oversight. Moreover, even a single site visit intended to address one focused on a specific site issue can result in taking on may carry broader implications, potentially creating liability for the general review of all visible aspects of the construction-~~

~~**Maintaining goodwill** with the client throughout and after the project is a necessity particularly when up to 70% of an architect's practice results from referrals and repeat business. Many clients do not fully understand their responsibilities under the client/architect and owner/contractor contracts. These clients assume, incorrectly, that the architect will "take care of everything." To continually maintain the goodwill of the client, be readily available to demonstrate interest throughout the project, and not just appear when there is a problem. To assist in maintaining client confidence, occasional informal calls should be made at that time.~~

Definitions

"General review", in relation to the construction, enlargement, or alteration of a building, means an examination of the building to determine whether the construction, enlargement, or alteration is in general conformity with the design governing the construction, enlargement, or alteration, and reporting thereon; ("examen de conformité") from *Architects Act*, Section 1, "Definitions."

Note, "general review" as a term applies whether the service is mandatory at law, such as under the Building Code or provided as a contract option.

Useful Resources to Share with Clients

"Working with an Architect" on OAA Website

Home Construction Regulatory Authority (HCRA)

Tarion Warranty Corporation

References

OAA 600 - 2013 - Standard Form of Contract for Architect's Services

Architects Act and Regulation 27

Professional Requirements for the Built Environment in Ontario

OAA Contract Suite and Guides

OAA Contract Change Form Template

Practice Tip PT.02 What Every Practice Needs to Know About Government Legislation

Practice Tip PT.05 Building Code and Non-Code Related Matters

Practice Tip PT.08 Participation in the Permit Process - Application for Building, Demolition or Conditional Permits

Canadian Handbook of Practice for Architects (CHOP)

Mastering the Business of Architecture (MBA Kit)

RAIC/~~Architecture Canada~~ - A Guide to Determining Appropriate Fees for the Services of an Architect

Mastering the Business of Architecture (MBA)

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.

REDLINE

Residential Clients (Small Projects)

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Summary

This Practice Tip focuses on projects involving single detached dwellings designed for clients who intend to live in the project or rent the project in whole or in part to a tenant when it is completed, rather than for townhouse, apartment, or condominium building projects.

For these clients, a residence is often one of the most important investments of their lifetime as well as a personal expression within the community. Problems may arise due to the expectations of the parties to a contract for professional services not being mutually and clearly understood. When working with such clients, members are strongly encouraged to employ standard forms of contract (such as the latest OAA Contract Suite) and to discuss proposed services, fees, budget, and client requirements and expectations at the outset. Members may also want to become familiar with Ontario New Home Warranty Program requirements that may apply to the project.

Background

Some projects require an Architect or Licensed Technologist for both the design and general review of the construction, while others **may** be designed by an OAA member, though this is not a requirement. Houses - whether custom or tract, fall into this latter category.

This includes:

- One dwelling unit or two attached dwelling units, subject to height and at grade restrictions
- Three or more attached dwelling units, subject to height, at grade and building area restriction.)

By law (under the *Architects Act*), these projects do not need to be designed by Architects or Licensed Technologists. Where general review is not mandatory at law (such as under the Building Code), it may still be provided as a professional service.

Architects or Licensed Technologists authorized to offer services to the public will have a certificate of practice (CoP). They are referred to collectively as “CoP holders” or simply “holders”.

When embarking on a project to design and build, a residential client is making a commitment to a major investment in what may be to them an unfamiliar process. While it is possible to define a proposed residence broadly in terms of form and function, there are significant variables and questions needing attention. The chosen design professional will be a major determinant in answering these questions.

During the design of the residence, the holder becomes a major contributor to the project, serving as advisor, coordinator, technical manager, and translator of the client’s program of requirements into reality.

Services are rendered most effectively when a clear understanding exists between the holder and the client regarding respective obligations and responsibilities. This understanding is best accomplished by a thorough review of the scope of the services to be provided (or not being provided) by the CoP holder, confirmed in a written contract.

Managing Expectations and Communicating with Residential Clients

A home is likely the single most expensive purchase most people make. For many residential clients, this may be the first time they are personally involved in a construction project. As a result, they may need more guidance than commercial or public-sector clients.

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Clients should also confirm with their lenders if third-party certification of construction progress will be required before funding is advanced.

Become Familiar with the Ontario New Home Warranty Program

The New Home Warranty Program was created pursuant to the *Ontario New Home Warranties Plan Act*, RSO 1990, c O.31 to protect new home buyers from the effects of poor workmanship, non-compliance with the Building Code, and other issues that may arise in home construction. It may have specific implications for the project, including on the holder's scope of services. (The Program does not apply to renovations or additions to existing buildings.)

Responsibility for Ontario's New Home Warranty Program is split between:

- [Home Construction Regulatory Authority \(HCRA\)](#), which handles registration of builders; and
- [Tarion Warranty Corporation \(Tarion\)](#), which handles warranty provisions.

According to the HCRA website, "all new home builders and sellers are required by law to be licensed by the [HCRA]. It is illegal to build or sell a new home without a valid licence." Special rules apply to owner-builders.

If a holder becomes aware of a client hiring a non-registered builder, certain responsibilities may arise. In addition to contractual responsibilities to the client, holders have a duty of care to the public. Refer to Section 42 of [Regulation 27](#) or professional misconduct considerations.

For more information on the possible applicability of the New Home Warranty Program on the residential project, refer to the Tarion and HCRA websites, as well as:

- [OAA Practice Tip PT.02](#), What Every Architectural Practice Needs to Know About Government Legislation; and
- [OAA Practice Tip PT.08](#), Participation in the Permit Process: Application for Building, Demolition or Conditional Permits.

Suggested Procedure

The following suggestions represent some of the issues requiring attention at the outset of a project.

1. **Consider an Initial Consultation:** An initial consultation with the prospective residential client can have tremendous value. This exploratory meeting can be used to determine and explore client expectations, establish a mutual comprehension of expectations, and discuss a rough estimate of the likely construction cost. The prospective client must be made aware in advance if a fee is associated with this consultation.

This is also an opportunity to help clients understand that many aspects of the project are beyond the control of the CoP holder and project team. This particularly applies to approvals by municipalities and other authorities having jurisdiction, performance of and time taken by the client's other consultants, manufacturers, suppliers, and contractors.

2. **Discuss Use of a Retainer:** The retainer's need and purpose should be expressly established. Clearly state (ideally in writing) the retainer's dollar value and that services will not commence until the retainer is paid. The client should be aware of when and how the retainer will be applied. Typically, as in Article A22 of the OAA 600-2021, the retainer is applied to the final invoice once the contract is completed or terminated with any unexpended amount of such retainer then returned to the client.
3. **Establish the Scope of Services:** Establish the level of professional service adequate for the project and then negotiate a fee commensurate with the services to be provided. See, for example, Schedule 2 – Basic Services and Schedule 3 – Additional Services to the OAA 600-2021 or OAA 800-2021. Do not tailor services to meet your residential client's proposed fee if the resulting scope of services is less than that of a prudent holder, less than required to properly meet the needs of the client, or less than required to protect the public interest.

It is also helpful to establish items such as the maximum number of design iterations that will be prepared, the maximum number of meetings to be attended, the number of hours to be spent in preparation for and in presentation to various authorities having jurisdiction, and the minimum number of site visits required. Exclusions from the scope of services should also be expressly articulated. Hourly rates should be established for extra services required beyond that agreed to in the contract. See, for example, GC04 of the OAA 600-2021.

4. **Use of Standard Contract to Document Expectations:** To protect both parties (client and design professional), document everything in writing and leverage a standard architectural services contract for signature. The OAA recommends use of the free OAA Contract Suite, such as [OAA 600](#), Standard Form of Contract for OAA Licensed Member Services (the Architect or Licensed Technologist version as appropriate). You may also want to consider [OAA 800](#), the standard short-form contract.

If the client requests that your practice carries subconsultants (engineering, interior design, landscape), use of [OAA 900](#), OAA Standard Form of Subcontract Between Licensed Member and Subconsultant is recommended for the holder's engagement of such subconsultants.

Note: The schedules and appendices in the OAA Contract Suite 2021 are an excellent tool for discussing with the client the typical phases and services that are involved in a project which a holder may or may not provide.

5. **Establish the Budget and Timeframes:** A clear understanding of the envisaged project relative to their budget and timeframe is important to clients. Whether prepared internally or with a subconsultant, provide your client with a realistic estimate of construction cost (including design and construction contingencies), prepared with a level of precision commensurate with the information available at the time. Advise the client of the impact of contemplated adjustments or changes as they arise (including any impact on project start time, duration, construction costs, approvals, and professional fees.) See, for example, the terms relating to budget, estimates and construction cost in GC06 of the OAA 600-2021.

6. **Finalize the Fees:** When finalizing the contract, clearly indicate the professional services being offered along with associated fees. Equally important is an explicit indication of the services not being provided. If the contract is silent, it may be held that a reasonable client could expect a service to be provided even if there is no identified fee in the schedule for that service. Fees such as hourly rates to be applied for any extra services, such as those required to address unforeseen changes and delays, should also be clearly set out.

The design process led by the holder is a collaboration involving all the consultants that is constrained by applicable law and the requirements of the authorities having jurisdiction. Alterations and changes during the process often occur due to unforeseen site conditions, changes in applicable law, and changes in scope or design requested by the client. To avoid disagreements concerning intent often accompanied by greater costs than expected, ensure every item is discussed, properly understood, and documented when they first arise.

7. **Sign the Contract:** On a residential project, the ownership of the project may not be straightforward and it is recommended that legal ownership of the property be confirmed by review of the registered title (i.e., of the Property Identification Number). Where there are multiple registered owners of the property, each of the owners should sign and be jointly and severally bound by the terms of the architectural services contract.

Sometimes, clients are hesitant when it is time to sign the contract, but this is an important threshold to achieve and important to protecting the holder's rights, including its right to payment for services performed. There may be pressure to get the design underway including to meet the client's desired schedule. Each practice will have to judge for themselves how much services to perform after negotiations conclude but before the contract is signed.

Best practice is to have a signed contract before beginning design services, so that the terms of the holder's engagement are clear and not subject to debate, but, where this is not possible, it is recommended that the holder make clear in writing that its performance of services is predicated upon the terms of the current form of contract. The holder should also expressly identify when performance of the services will stop if the contract is not executed. These understandings should be communicated in writing and, if necessary, can be confirmed in a letter of intent or other form of written agreement. Where a letter of intent or other form of "preliminary" agreement is contemplated, it is recommended that the holder obtain independent legal advice to ensure protection of the holder's rights under any such agreement.

8. **Maintain Clear Lines of Communication:** At the start, establish clear lines of communication and finalize essential issues such as program, budget, forms of project delivery and construction contracts, milestones, and significant deadlines. Whenever possible, such communications with the client should occur or otherwise be recorded in writing.
9. **Obtain Direction Only from a Single Source:** This is particularly important if the client is a couple, a family, or a partnership. Have one of them designated in writing as the owner's representative and take instructions only from that individual. This will avoid inconsistent or contradictory instructions from different individuals and reduce the likelihood of disputes over scope and fees.
10. **Keep Accurate Records Throughout the Project:** Confirm to your client in writing all instructions they have given you. Memory failure, unrealistic expectations, incomplete understanding of events, and lack of proper documentation can cause many anxious moments. Contemporaneous documentation has been cited by the courts as being critical when trying to establish or defend a holder's position.
11. **Provide Guidance Throughout Your Scope of Services:** Guidance does not need to be provided related to phases of the project or for services that are not in the scope of services to be performed by the holder.

Not all residential clients realize how complicated design and building processes are. Never assume that a client understands architectural and building terminology, can read and understand drawings, or visualize the final product from them. They may not know which questions to ask. Communicate fully, confirm what the client has understood. Be prepared and willing to listen carefully and understand your client's concerns. Seek confirmation by clearly communicating your understanding of what the client says

or is asking, and any solutions proposed. Whenever possible, such communications with the client should occur or otherwise be recorded in writing.

12. **Choices of Materials and Impacts on Durability and Maintenance:** A well-designed residence can be built efficiently and economically. The selection of materials, systems, and design solutions are interrelated. Clients should understand that contractors may suggest changes that will make it cheaper or more efficient to construct the residence, but without necessarily evaluating other impacts of the proposed changes, such as on the project's durability or long-term operating costs to be borne by the either the client (or owner of the property).
13. **Holder's Role in the Permit Process:** Refer to [OAA Practice Tip PT.08](#) (Participation in the Permit Process - Application for Building, Demolition, or Conditional Permits) for a discussion of the appropriate role of the holder in assisting the client.
14. **Selection of a Contractor:** The selection of a contractor is the client's responsibility. Holders may assist the client in comparing bids and identifying missing or incomplete information. Holders may comment on experience with a contractor, noting that past performance is no guarantee of future performance. Holders may also comment on the suitability of a contractor, but should not make the actual selection. Doing so may leave the holder liable should the contractor perform poorly. If irregularities arise in the selection process, explain the issues involved and suggest the client seek the appropriate legal, accounting, or other advice. Whether any bid is acceptable under Contract A/Contract B considerations or is substantially compliant requires a legal determination that should not be made by a holder. By this time, the owner should have determined whether the requirements of the Ontario New Home Warranty Program apply.
15. **Holder's Participation in the Construction Phase:** If you are retained to provide construction contract administration (office or field services) during construction, communicate clearly the extent of those services and what is not being provided. The client should understand that you are not responsible for the contractor's performance or lack thereof. Should the contractor fail to carry out the work in accordance with the construction documents, that is the contractor's responsibility.

Caution: As the design professional, the holder should guide the determination of the minimum number of site visits and their frequency based on the needs and complexity of the project. This decision is best made using professional judgment, rather than being dictated by the client. Site visits should be scheduled strategically in alignment with the progress of the work to ensure meaningful observation. Agreeing to conduct visits solely on an "as requested" basis may compromise the holder's ability to provide appropriate oversight. Moreover, even a single visit focused on a specific issue may carry broader implications, potentially creating liability for all visible aspects of the construction at that time.

Definitions

"**General review**," in relation to the construction, enlargement, or alteration of a building, means an examination of the building to determine whether the construction, enlargement, or alteration is in general conformity with the design governing the construction, enlargement, or alteration, and reporting thereon; ("examen de conformité") from *Architects Act*, Section 1, "Definitions."

Note, "general review" as a term applies whether the service is mandatory at law, such as under the Building Code or provided as a contract option.

Useful Resources to Share with Clients

["Working with an Architect" on OAA Website](#)

Home Construction Regulatory Authority (HCRA)

Tarion Warranty Corporation

References

Architects Act and Regulation 27

[Professional Requirements for the Built Environment in Ontario](#)

OAA Contract Suite and Guides

OAA Contract Change Form Template

Practice Tip PT.02 What Every Practice Needs to Know About Government Legislation

Practice Tip PT.05 Building Code and Non-Code Related Matters

Practice Tip PT.08 Participation in the Permit Process - Application for Building, Demolition or Conditional Permits

Canadian Handbook of Practice for Architects (CHOP)

RAIC - [A Guide to Determining Appropriate Fees for the Services of an Architect](#)

[Mastering the Business of Architecture](#) (MBA)

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.

DRAFT

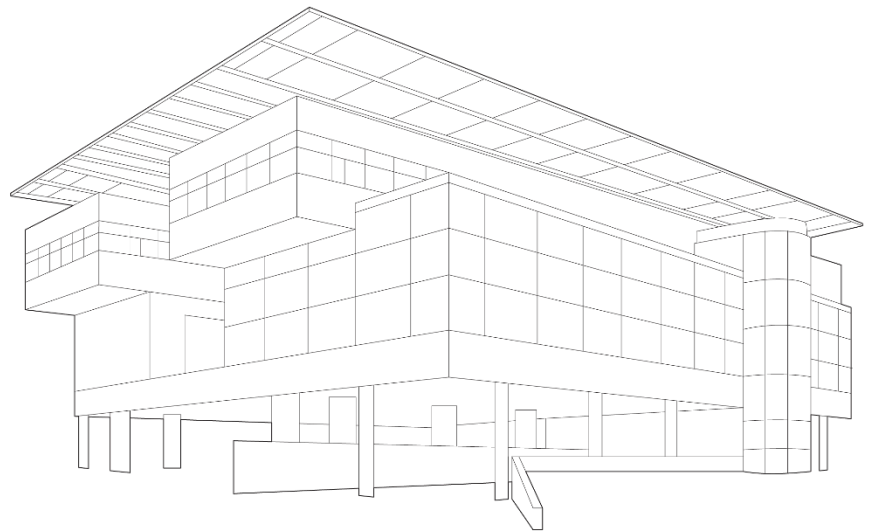
President's Log

Date	Event/Meeting	Location	Attendees	Time
December 1	Sanctions Hearing	Toronto	w/legal counsel, T.Wilson, K.Doyle, C.Mills	9:00 a.m. - 5:00 p.m.
December 5	President/Executive Director Meeting	virtual	w/K.Doyle	8-9:00 a.m.
December 12	President/Executive Director Meeting	virtual	w/K.Doyle	8-9:00 a.m.
January 7	Governance Committee	virtual	w/Committee members	10 - 11:00 a.m.
January 7	Executive Committee	virtual	w/Executive Committee	11:00 a.m. - 12 noon
January 9	President/Executive Director Meeting	virtual	w/K.Doyle	8-9:00 a.m.
January 21	Pre-Council Dinner	Toronto	w/Council	7 - 9:30 p.m.

Executive Director Report to Council

FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 6.2

January 13, 2026



PRESENTED BY

Kristi Doyle
Executive Director



Ontario Association
of Architects

The Executive Director's Report to Council provides an overview of key **operational and administrative matters as well as updates on progress towards the achievement of the OAA's 5-year Strategic Plan.**

OAA Strategic Plan



Regulatory Leadership



Governance and Operations



Member Competency



Public Education

Members of Council are encouraged to review the detailed year-reports from each of the OAA Service Area Team Leads which are included in this Council meeting package. These reports highlight the considerable accomplishments in support of the OAA's mandate and 5-year Strategic Plan. Attached to this report is a graphic summary of these 2025 accomplishments in relation to the 4 foundational pillars of the Strategic Plan.

Council will participate in the annual Council planning session on January 22 and 23 which will include a presentation of the year's achievements as well as time to reflect, discuss and re-confirm the Strategic Plan – 2026 marks the final year of the 5-year Plan. It is anticipated that Council will consider renewal of the Plan through a comprehensive strategic planning exercise later this year and into 2027.

Reflecting on the Strategic Plan, coupled with the 2021 Operational Review and 2022 Governance Review, it has brought focus and clarity to the work of the OAA and the Council in support of its legislated mandate. The Staff Team is looking forward to workign with Council in 2026 to continue this positive direction.

I will not reiterate points covered in the OAA Team's year-end-reports, which are considerable! I will however provide a few highlights of activities since the last meeting of the Council not covered elsewhere in the meeting agenda or year end reports.



Regulatory Leadership

Regulatory Excellence

As we move into the new year, implementation of the new requirements under the *Fair Access to Regulated Professions and Compulsory Trades Act* and the Office of the Fairness Commissioner will continue to require considerable time and resources. Given the scope, the work impacts a number of OAA services areas including the OOTR, Communications and Finance.

Positive relations with the Ministry of the Attorney General continue as we respond to policy matters affecting the OAA as one of 4 self-regulating professions under the responsibility of the Attorney General. The relationship with MAG, and other government ministries and agencies continues to be an important focus in the context of the regulatory landscape and government policy objectives.



Governance & Operations

National Activities

Mutual Recognition Agreements (MRA)

The updated MRA between the Regulatory Organizations of Architecture in Canada (ROAC) and the National Council of Architectural Registration Boards (NCARB) was relaunched on January 15. OAA staff along with staff representing the other Canadian architectural regulators met with the NCARB team on January 9 to discuss application and process workflow. It was a great opportunity to build community and relationships between ROAC and NCARB.

ROAC is hoping for an announcement from the Federal Government soon regarding final approval of the MRA with the Architect's Council of Europe which will include countries in the European Union. This MRA has been pending for some time as it is appended to the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

ExAC Software Modernization

Implementation of the new software platform that will be used for item authoring, item banking and test generation is underway. The OAA will be leading the project from an operational and implementation perspective on behalf of ROAC. The transition to the new software should be completed by the end of 2026.

Following the Election of Officers at the January meeting the assignment of Councillors to the various OAA Committees will be finalized under the direction of the governance committee. The annual orientation for the members of each individual committee will take place in early February as part of their first meetings of the year.

The OAA's Public Outreach Specialist will be hosting the annual orientation for the OAA Society Chairs in early February, which will also include the Councillor liaisons. Work has begun in preparation for the annual Society Chair's meeting that takes place at the Conference in May. A schedule for the regular meetings of the Chairs will also be in place shortly. These informal virtual meetings allow Society Chairs to come together to share information ideas and discuss topics of mutual interest.

As reported in November, we are in the final stages of the comprehensive upgrade of the OAA's database system – iMIS. The cut-over to the new system is scheduled for the first week of March. Given the size of the database and varied components and functions related to the upgrade, a blackout period of approximately 5 business days is necessary. The communication staff is working closely with the IT staff to prepare a communications plan to ensure that there is plenty of notice to members and services can continue to be provided.

After a considerably protracted timeline, mostly due to a back log from the pandemic, the OAA has received confirmation of trademark registration and wordmark certification for the OAA's logo. This file has been pending since launch of the new logo 2019.

Annual Report and AGM

Work is underway on the preparation of the OAA's Annual Report. The Report will be posted to the OAA Website in advance of the April 15 annual general meeting of members as well as deposited with the Ministry of the Attorney General.

Year-end Audit

The Finance and Audit (F & A) Committee will meet on January 15 to consider changes to the audited financial statements to bring further clarity and transparency. The OAA Auditor's BDO Canada LLP will begin the formal audit on January 25. A meeting of the F & A Committee has been scheduled for February 18 to review the draft audited Statements and Auditors Report. The Final Report and Statements will be presented to Council at the March meeting for review and approval. Once approved the audited FS will be shared for information with the membership as part of the agenda of the annual general meeting.



Public Education & Awareness

Relationship Building

Royal Architectural Institute of Canada (RAIC)

I met with RAIC Executive Director, Mike Brennan, in the month of December. We meet periodically to share information regarding issues of mutual interest.

OAA Technology Program

Correspondence will be issued shortly to the heads of the architectural technology programs within the Ontario College system. The purpose of the letter is to provide information regarding the OAA's new scholarships for students in the architectural technology programs. This is also an opportunity to provide information to the schools about the OAA Technology Program and the Licensed Technologist designation.

Construction & Design Alliance Ontario (CDAO)

On January 19, I met with fellow members on the Board of the CDAO. The purpose of the meeting was to advance the planning efforts for procurement day this spring. The focus of the event is the CDAO's *Guide to Design and Construction Procurement Best Practices*.

Infrastructure Ontario

We continue to await a meeting with Infrastructure Ontario regarding the release of their supplementary conditions to OAA document 600 2021. The release date is unclear at this point as well as the response to the OAA's concerns regarding contract language that would require the consultants to act as the 'constructor'. Further information on this front is pending.

City of Toronto – Chief Building Official & Executive Director

Further to the City's announcement regarding the appointment of Kamal Gogna as the Chief Building Official and Executive Director, the attached letter of congratulations was sent.

Attachments:

Graphic re. Accomplishments 2025 under the 5 Year Strategic Plan

Correspondence to K.Gogna City of Toronto



Regulatory Leadership

Limited Licences

- 76 Licensed Technologists; 15 CoPs; Examination complete; 92 Intern Technologists; 46 Students

❖ Act Modernization Project (ongoing)

- SML audit complete & environmental scan
- Organization into SME knowledge sources

FARPACTA Requirements

- 2024 Annual Risk Informed Compliance Report
- Quarterly compliance meetings
- Third-party service provider agreements in place
- Alternative Documentation Policy
- Parallel processing plan

ROAC/National

- Update to MRA with United States
- New MRA between UK and Canada
- ❖ ExAC comprehensive review and modernization

Outreach

- iPLAN sessions for ITPs re: licensing process
- TSA's newcomer sessions
- Presentations to schools of architecture
- ❖ Intern instructional videos

Continuous Improvement & Other

- All Regulatory Notices updated
- New Regulatory Notice RN.13, *Practice Continuity*
- New guidelines and forms for exemption requests
- Continuous legislative monitoring
- Act amendment re: Agricultural occupancy
- Public consultation participation: gov't legislation
- Deemed Certification



Governance + Operations

OAA Headquarters Building

- Past Presidents' Wall completed
- Interior signage completed
- Staff cross-trained on building maintenance
- Facility assessment conducted
- Offsite storage contract eliminated
- OAA HQ landscape project

IT Infrastructure Upgrades

- Office 365 upgrade: SharePoint & Training
- Finance system upgrade and chart of accounts update
- ❖ Payment Gateway update: iMIS finance
- Disaster recovery hardware update
- Council Room AV upgrade
- ❖ IMIS cloud upgrade
- ❖ PAS call log tracking
- Risk support for strengthened security, resilience, and compliance

Other

- Administered Member and Practice Surveys
- Conference "app" enhancements
- AI Usage Policy; workshop & curated info for members
- Workforce planning; supervisory role & regulatory clerk
- OAA Risk Management Register updated
- Online series featuring Councillors to support elections
- Council Policy review and updates
- New licence and CoP surrender forms and guidelines
- New in-house CERB experience form and guidelines
- New guidelines and resources for Societies + funding
- OAA logo trademark completed



Member Competency

Continuing Education

- Delivered 44 webinars (avg. 50 registrants); 10 free
- Conference: 573 registrants; 25 sessions; 70 speakers
- New audit procedures
- New competency framework to select quality speakers
- Hosting of two SHIFT lectures

Practice Advisory Services

- Practice Hotline: ~ 1500 calls/emails
- 30 RFP Reviews and 1 Client Educational Webinar
- CSA Standards Access Program
- 160 Practice Consultation Questionnaires sent

Maintenance to OAA Documents & Resources

- OAA Contract Suite updates: Licensed Technologist
- 7 OBC-impacted Practice Tips
- 5 CCDC-impacted Practice Tips
- 5 PTs updated for other maintenance
- ❖ *Construction Act*: Assessing impacts on resources

Special Projects

- Emerging issues: AI, tariffs, succession, design catalogues
- Updates to Document 100
- ❖ Refresh of OAA's RFP and SofQ 2011 Templates
- Public consultations: OBC and *Construction Act*

Communication

- Produced 25 *OAA News*; 6 *Practice Advisory*; 9 *Conference Bulletins*; 3 *Intern News*; additional standalone *Special News* and *Regulatory Bulletins*



Public Education

Website

- Redesigned homepage for better accessibility
- OAA Building tour videos
- Doors Open: ~650 visitors
- OAA Technology Program updates
- FARPACTA updates
- ❖ Radius search development for OAA Directory

Special Programs

- OAA podcasts program
- Chatterhigh K-12 program
- Highlight work of scholarship recipients on website
- New provider for OAA member job signs
- Queen's Park Picks 10-year anniversary
- Webinar Presentation for Hospital Group: ~50 attendees
- OAA Headquarters tours
- CDAO Best Practice Procurement Guide

Media

- Media releases: SHIFT Challenge, Queen's Park Picks, responses to legislation, Document 100, Conference in Ottawa, site plan approval reform
- *OBOA Journal* articles re: limited licences, building project reviews, & design catalogues
- *Daily Commercial News* and *Canadian Architect*

Other

- Public Awareness Funding criteria updated
- Review and comment on new secondary school technological education curriculum
- Refined criteria for the Local Architectural Societies' Special Project Funding program
- CPEC/PACT Big Think re: Site Plan Study update

Established in 1889, the Ontario Association of Architects (OAA) is the self-regulating body for the province's architecture profession. It governs the practice of architecture and administers the Architects Act in order to serve and protect the public interest.

Kamal Gogna, Chief Building Official and Executive Director
Toronto Building Department, Toronto City Hall
12th Floor East, 100 Queen Street West
Toronto, Ontario
M5H 2N2

Sent via email: kamal.gogna@toronto.ca

January 6, 2026

Kamal,

On behalf of the Ontario Association of Architects (OAA), I congratulate you on your appointment as Chief Building Official and Executive Director of Toronto Building.

As you know, the OAA regulates the practice of architecture throughout the province, protecting and serving the public interest. As mandated by the *Architects Act*, the Association licenses Architects and Licensed Technologists, upholding stringent qualification standards and supporting continuous professional development to help ensure its members create safe, accessible, and functional buildings and homes.

I was pleased to meet with you this past summer to discuss the City's newly implemented Rental Renovation Bylaw and the expansion of the Certified Plans Program. I would welcome the opportunity to continue discussion about these and other important issues, from housing affordability to the role the architecture profession can play in climate action or improving design/construction processes.

The OAA enjoys a longstanding, collaborative relationship with the City of Toronto, and in particular our collective work through Engineers, Architects, and Building Officials (EABO). I look forward to continuing our important work together. Please do not hesitate to reach out should you have any questions or discuss matters further.

Once again, congratulations on your appointment. All the best to you and your family for the new year.

Sincerely,



Kristi Doyle, Hons. BA (PPA), Hon. MRAIC
Executive Director

Office of the Registrar Statistical Report

2025 YEAR END REVIEW

FOR COUNCIL MEETING
January 22, 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.

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 determine 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.

- Seven (7) assessments were undertaken during 2025.
- To date, six (6) assessments are being scheduled for 2026. One assessment is for an applicant using international experience gained prior to enrollment in the IAP (IAP-CI) and the other five are related to exemption requests to Council.

Reporting Period Assessments – 2025			
	Reason	Result	Deficiency
ERC Recommendation to Council		Does not merit exemption	<ul style="list-style-type: none"> • Bidding and Procurement Procedures
		Does not merit exemption	<ul style="list-style-type: none"> • Bidding and Procurement Procedures • Construction Contract Administration
ERC Determinations	IAP-CI	Does not meet the requirements	<ul style="list-style-type: none"> • OBC and Accessibility • Bidding and Procurement Procedures • Field and General Review
	IAP - CI	Met the requirements	
	IAP - D	Does not meet the requirements	<ul style="list-style-type: none"> • Deficiencies in • Bidding and Procurement Procedures • OBC and Accessibility • Field and General Review
	IAP - D	Met the requirements	
	IAP - CI	Does not meet the requirements	<ul style="list-style-type: none"> • Building Science, Technology/Construction Documents • Bidding and Procurement • Field General Review • Construction Contract Administration

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

CY: Currency

IAP-D: Internship in Architecture CERB deficiency.

At each committee meeting, the Chair leads discussions on potential areas for review and improvement in the ERC process. Many assessment questions have been refined to better align with the competencies being assessed, the use of standard deviation in the panel scoring matrix has been validated, and the development of an ERC preparation guide is planned for the new year. The Committee plans to continue their consideration of process improvements into 2026 in accordance with the OAA's Regulatory Leadership goal of the strategic plan.

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	95
Total Complaints Opened During Period	28 ²
Active Complaints with a CC Panel	4
Held in abeyance	3
Preliminary Review Stage	0
Closed	
Not referred (dismissed)	12
Not referred (withdrawn)	1
Not referred (caution)	13
Referred to Discipline	5
Registrar's Investigations ³	1
Good Character Investigation	1

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

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

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

³ Not yet referred to complaints

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 2025:

1. There are ten (10) matters to be scheduled in 2026 – although three may proceed as a combined hearing in accordance with Section 9.1 of the *Statutory Powers Procedure Act* (TBD).
2. Two (2) cases were heard and completed during the 2025.

The Office of the Registrar remains committed to a full review of all Discipline Committee policies and procedures in accordance with the Regulatory Leadership goal of the strategic plan.

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. During this reporting period independent legal counsel reconfirmed the Chair's position on the scheduling of hearings.

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

- Twenty-five (25) 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.

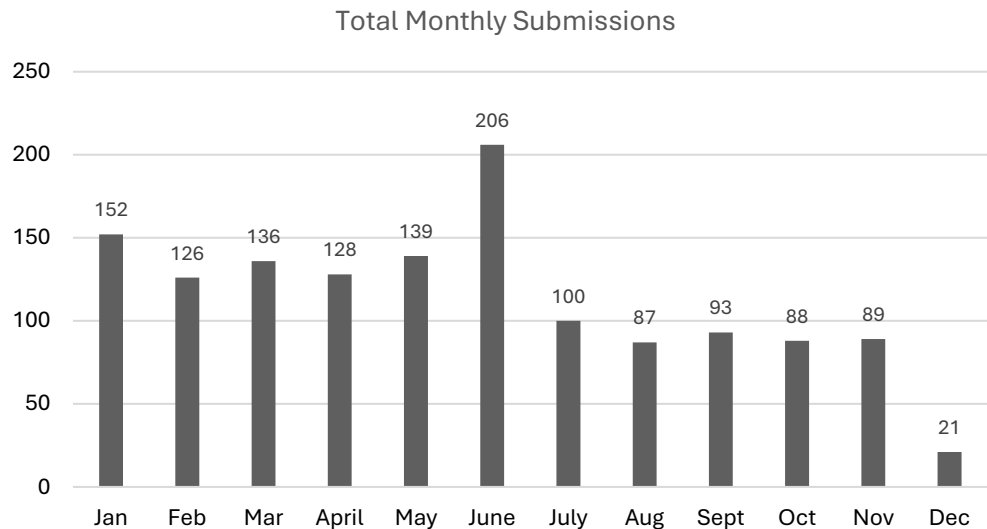
Below are the act enforcement statistics for the reporting period:

New matters received for reporting period	111
Active files/ Ongoing investigations	25
Resolved by Legal Counsel	1
Resolved by OOTR for reporting period	48
Unable to locate	10
No breach found	27
Injunctions (ongoing)	0
Injunctions (resolved)	0

OAA Internship Programs

Internship in Architecture Program

The 2025 day-to-day administration of the IAP included the review and processing of 1,365 experience submissions distributed as follows:



The larger influx in the first half of the year represents ExAC registration preparation. In addition to the typical day-to-day administrative functions, the OOTR staff undertook the following through 2025:

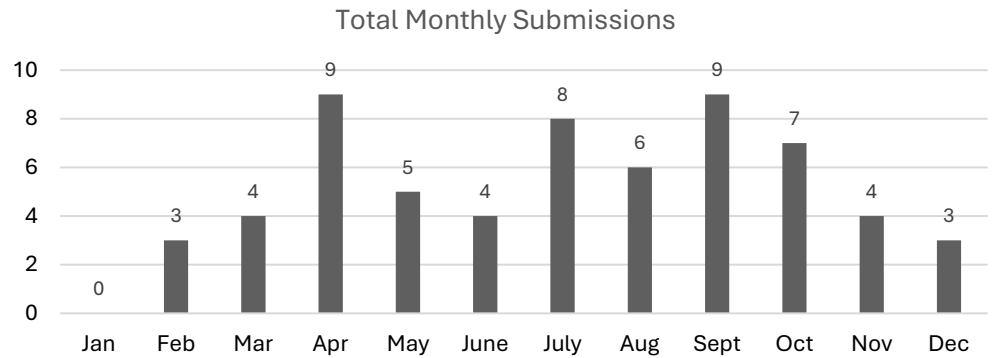
- Transition support for the new licensing requirements (Ontario Practice Competency self-assessment). The new Ontario licensing requirements now typically apply to all Interns.
- ExAC results and communication through January 2025.
- Participation twice a year in the iPLAN bridging program to provide foreign trained individuals with details on the Ontario licensing process.
- EMS database development testing started in June 2025 for:
 - Student Associate & Intern Architects Applications
 - Ontario Practice Competency online and pdf submissions
 - Online Canadian Experience Record Book (CERB)
 - Staff tests for the process flow of the following users: Student Associates, Intern Architects, Supervising Architects, Mentors, Staff Reviewer and Staff Admin
 - Live testing with the developers conducted weekly to support resolution of issues reported. Staff testing undertaken weekly to report new issues encountered and to confirm resolutions.
- New form developed and released in August 2025: In-House Experience Form (for both IAP and OTP). This new form supports interns in “other eligible employment situations” (as defined by the IAP) and further explains the role and eligibility of the in-house supervisor. The information shared through this form assists the OAA in determining whether the experience is qualified for credit.
- Office of the Registrar participated in the online TSA Newcomer Information Session webinar to provide society members with details on the Ontario licensing process.

OAA Technology Program

The OAA Technology Program (OTP) launched in 2025 with the requisite *Architects Act* and regulation amendments coming into force January 1, 2025. The OOTR staff carried out the administration and supported the program as follows:

- Preparation of the OAA Technology Program launch included:
 - Updated website OAA Technology Program pages with current program information, links and documents
 - Updated iMIS database to include OTP specific program information and improve accessibility for staff. OTP now has its dedicated fields for all aspects of the OTP participants.
 - Pilot testing of all online portals used by Intern Technologists and Student Technologists prior to launch.
- Supported processing of applications for limited licence received from former Lic.Tech.OAA. The newly required self-assessment forms required staff to transcribe paper based historical experience records in preparation of these limited licence applications. Coordinated form completion for every limited licence applicant with the licensing team to support smooth processing applications
- Online OTP ERB was launched in February 2025. Intern Technologists were personally guided on how to navigate through the online submission of experience hours. The newly developed Guide to the OAA Technology Program Experience Record Book was made available on the OAA website.
- Similar EMS update work undertaken for OTP (started in September 2025).
- Preparation for the OAA-administered Licensed Technologist examination began in February 2025
 - SME review of exam materials
 - Updated exam questions and other related documents
 - Communication and logistics
 - Formed the Toronto and Ottawa exam teams
 - Orientation was provided to test supervisors and invigilators to coordinate the application of rules and exam-day protocols
 - Registration for the exam opened March 31, 2025
 - Comprehensive exam-day information including pre-exam requirements and documents were provided to confirmed registrants
 - The Licensed Technologist examination was administered on June 26, 2025, at the OAA Headquarters and at the Marriott Ottawa location.

The 2025 day-to-day administration of the OTP included the review and processing of 62 experience submissions distributed as follows:



Correlated Legislative Matters

Office of the Fairness Commissioner

The Fairness Commissioner assesses the registration practices of [regulated professions and trades](#) in Ontario to make sure they are transparent, objective, impartial and fair for anyone applying to practise their profession in Ontario.

The Office of the Fairness Commissioner (OFC) supports the Fairness Commissioner in acting on the mandate set out in the [Fair Access to Regulated Professions and Compulsory Trades Act, 2006](#) (FARPACTA) and the *Regulated Health Professions Act, 1991* (RHPA).

Under this framework, the OFC assesses each regulator’s operations against five risk factors that may impede the regulator’s ability to apply fair registration practices for the licensure of domestic and internationally trained applicants; the five risk factors are set out below:

1. Organizational capacity.
2. The overall control that a regulator exerts over its assessment and registration processes.
3. The impact of major changes to registration practices and relations with third-party service providers.
4. The ability of the regulator to comply with newly introduced legislative and / or regulatory obligations.
5. Public policy considerations:
 - a. Addressing labour market shortages.
 - b. The ability to promote inclusion and address anti-racism concerns in registration processes.

The OAA submitted its 2024 RICF report to the OFC March 10, 2025; the report is posted to the [OAA website](#) as per the FARPACTA requirements. The Office of the Registrar will begin work on the 2025 RICF early in 2026.

FARPACTA Recent Amendments

Changes to the *Fair Access to Regulated Professions and Compulsory Trades Act* (FARPACTA) create legal obligations for professional regulators in Ontario. The most recent amendments include the following:

Legal Obligations	In-Effect Date
Third party accountability: These provisions specify the reasonable measures that a regulated profession must take to ensure that its third-party service provider (TPSP) makes its assessments in a way that is transparent, objective, impartial and fair, including a requirement for the regulator to enter into an agreement with its TPSP to address certain prescribed matters.	Jan 1, 2026
Alternative documentation: These provisions require that each regulator have an alternative documentation policy and submit it for review and approval by the Fairness Commissioner (FC).	Policy due to FC Jan 1, 2026
Parallel processing plan: These provisions require that each regulator develop a parallel processing plan and submit it for review and approval by the Fairness Commissioner.	Policy due to FC Jan 1, 2026
Registration time standard: These provisions require that each regulator communicate its registration decisions to internationally trained individuals within three months of receiving complete applications, in at least 90% of all cases.	July 1, 2025

Third Party Service Providers

Regulated professions that use third-party organizations to assess qualifications must ensure that these assessments are conducted impartially, transparently, fairly, and objectively. To do this, they must enter into formal agreements with third-party assessors, outlining key responsibilities and processes. These agreements should specify assessment criteria, minimum passing scores, the frequency of assessments (wherever feasible, applicants will have access to exams and other types of assessments at least three times in a calendar year), and timelines for completing each step. Assessors must also have the necessary expertise, and decisions must be communicated in writing within 10 business days, including reasons for negative outcomes and details on competency gaps. Additionally, third parties must have a fair and independent appeal process, notifying applicants within 15 business days whether their appeal will proceed and providing relevant timelines.

Regulated professions are responsible for ensuring applicants receive clear and accurate information about the third-party assessment process, including timelines, assessment criteria, acceptable alternatives for required documentation, fees, and appeal procedures. They must also establish a complaints process for applicants experiencing issues with third-party assessors and make all relevant information easily accessible online.

For OAA purposes it is reasonable to expect the OFC will consider the CACB, ROAC (ExAC) and NCARB (AREs) to be third party service providers to the OAA. The OAA engaged SML to draft MOU templates for sharing with the OAA's TPSPs. The MOUs have now all been reviewed and signed back by all parties.

Alternative Documentation Policy

A regulated profession must have a policy outlining acceptable alternatives to required documentation when applicants cannot obtain it for reasons beyond their control. The policy must define what constitutes a reasonable alternative, specify processing timelines, and meet any regulatory requirements.

The alternative documentation plan must be submitted to the Fairness Commissioner for review and updated if circumstances change. Before implementation, the profession must respond to any input from the Fairness Commissioner and, if required by regulations, obtain approval or make necessary changes as directed.

Following Council's September 2025 review and approval, the OAA's draft Alternative Document Policy was shared with OFC staff for preliminary review and feedback. Feedback was received October 1, 2025, which indicated that the Policy addressed the FARPACTA requirements and included a best practice recommendation which OAA staff has subsequently incorporated. The OAA has received positive feedback from the OFC regarding the Policy and is awaiting the formal letter of approval from the Fairness Commissioner.

Parallel Processing Plan

The parallel processing expectations require that regulators in Ontario develop a plan addressing how it will enable multiple registration processes to take place concurrently - especially where applicants experience delays. Examples identified to date include:

- permitting applicants to enter the assessment and registration process at any stage, and in any order, that they wish;
- allowing for provisional registration where regulators create alternative registration classes to provide applicants with opportunities to work in their field while completing outstanding requirements for full registration; and
- concurrent completion of work experience and final coursework or examinations.

A regulated profession must submit its parallel processing plan to the Fairness Commissioner for review. If there are any changes that may impact the plan, it must be updated and resubmitted. Before implementing a new or revised plan, the profession must respond to any input from the Fairness Commissioner and, if required by regulations, obtain approval or make any necessary changes as directed.

Following Council's September 2025 review and approval, the OAA's draft Parallel Processing Plan was shared with OFC staff for preliminary review and feedback. Feedback was received October 2, 2025, which indicated that the Plan addressed the FARPACTA requirements in all but one area where the requirement was considered only partially met. Specifically, the requirement for robust communication and information resources for applicants. To address this deficiency the OFC suggested the following:

With regards to ensuring applicants have the necessary information, the OAA has acknowledged deficiencies in its current communications with regards to opportunities to seek recognition of international work experience. Given the scope of the plan and these past challenges with clear and effective communication, the OFC suggests developing a robust communications and change management plan, including consultation and engagement with applicant facing groups. This is a best practice associated with successfully implementing major change initiatives.

In response to this advice, OAA Communications Manager, Erik Missio, expanded the information in the Plan to incorporate a detailed communication strategy (this edit was shared with Council November 2025).

Time and resources will be required for all the proposed initiatives within the Parallel Processing Plan, and should the Fairness Commissioner approve the Plan, staff will bring to Council for review and approval each of the planned initiatives.

The OAA has received positive feedback from the OFC regarding the updated proposed plan and is awaiting the formal letter of approval from the Fairness Commissioner.

As a follow up the Fairness Commissioner’s attendance at a Council meeting in June 2025, a meeting between the President and the Commissioner took place on November 20, 2025. The main topics of concern during the meeting were the OAA’s ability to viably comply with the prohibition on Canadian experience as a requirement for licence and the time it takes to become licensed for internationally trained individuals. Arising from this meeting was an OAA commitment to research and propose a “practice eligibility route” program for individuals with substantial equivalence to the requirements for licence. The Office of the Registrar is actively working on this research inclusive of an environmental scan of other regulators that have similar programs that assess competency in conjunction with alternative qualifications (competency-based assessments).

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

Ontario Labour Mobility Act (OLMA) and Bill 2

Recent amendments to the *Ontario Labour Mobility Act* (OLMA) under Bill 2 – *Protect Ontario Through Free Trade Within Canada Act, 2025* introduce new requirements aimed at improving the timeliness, transparency, and fairness of licensing processes for professionals certified in other Canadian jurisdictions.

The legislation imposes strict timelines for regulators: they must acknowledge receipt of a complete application within 10 days and issue a certification decision within 30 calendar days. Given the longstanding ROAC reciprocity agreement for Architects in Canada, the OAA is in compliance with the 30-day standard (which is also required under FARPACTA).

Another key feature is the introduction of “deemed certification,” which allows individuals already certified in a reciprocating jurisdiction to be recognized as certified in Ontario for a one-time, six-month period upon submission of their credentials and satisfaction of any prescribed conditions.

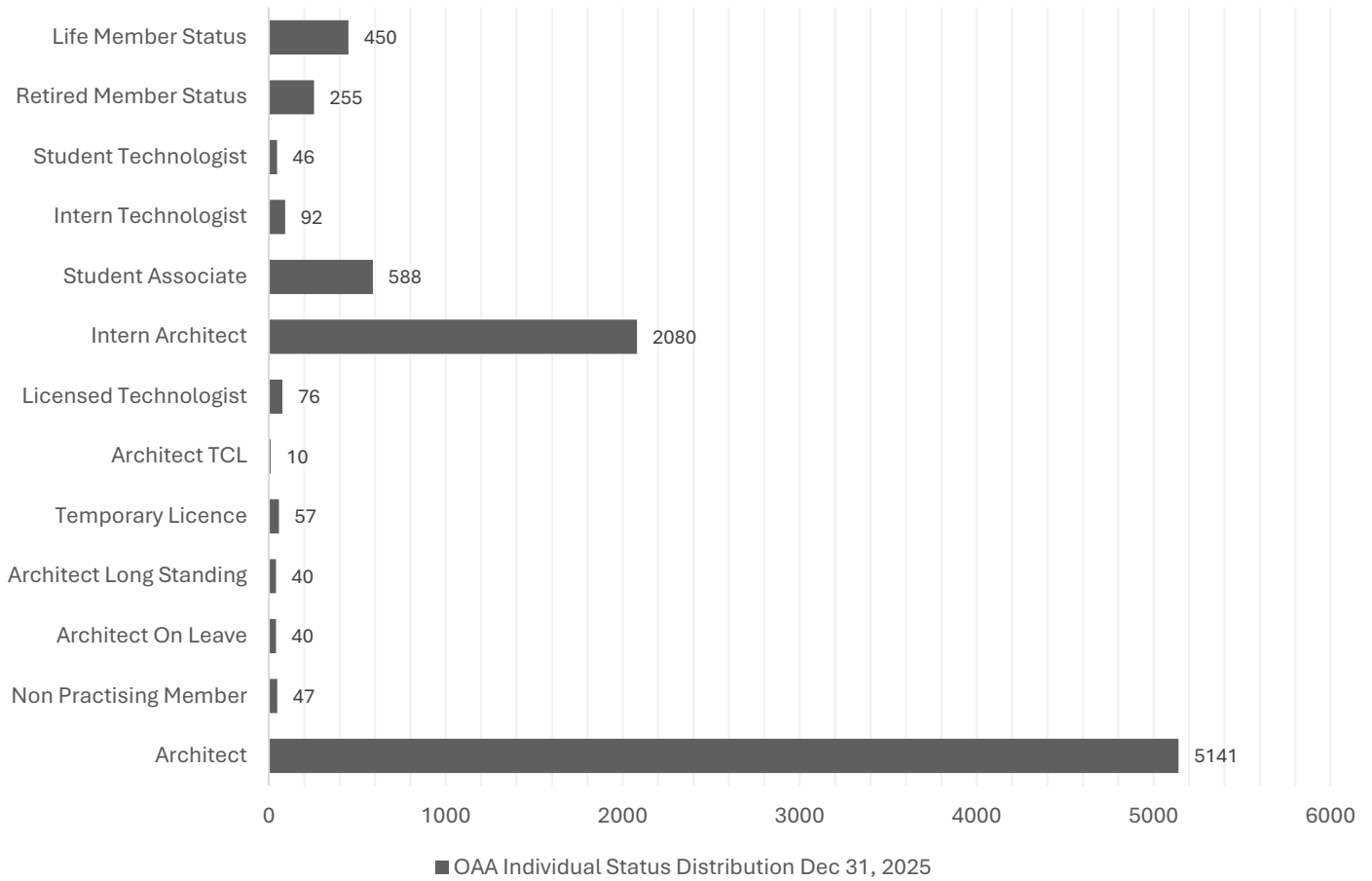
OAA staff have prepared the necessary administrative procedures that are required for deemed certified applicant status within the OAA’s registration processes. The September 1, 2025 provincial press release can be found [here](#).

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.

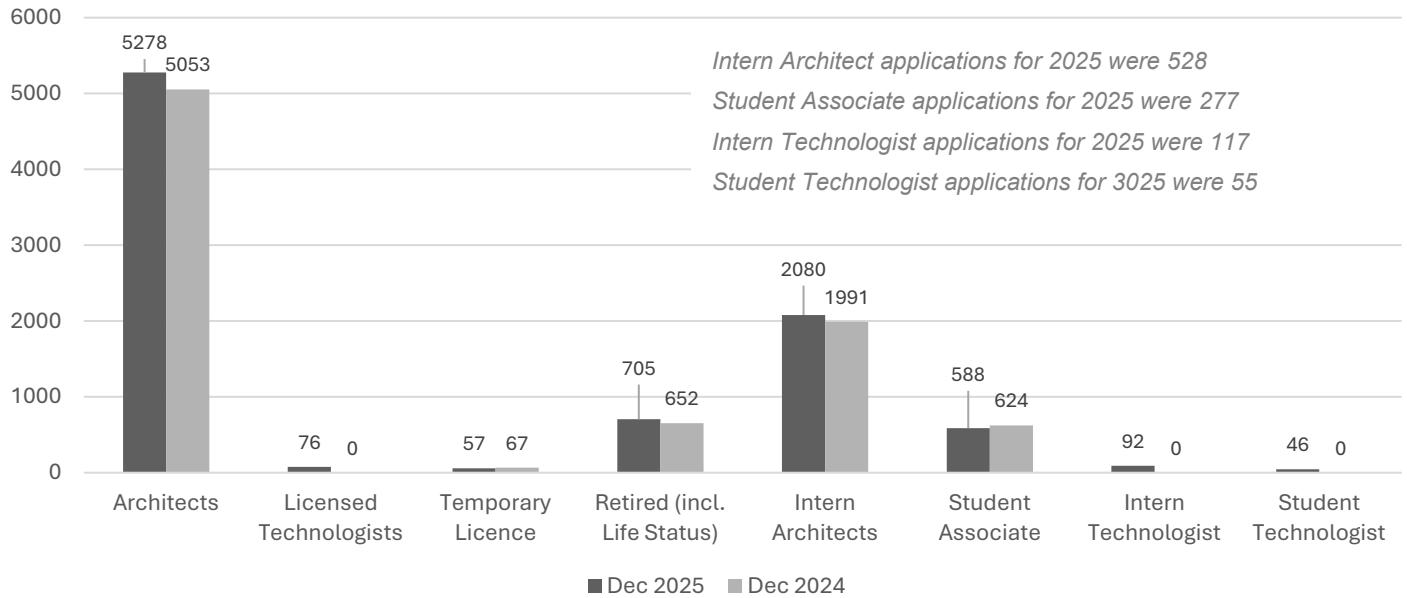
OAA Members and Status Holders

OAA Individual Status Distribution December 31, 2025



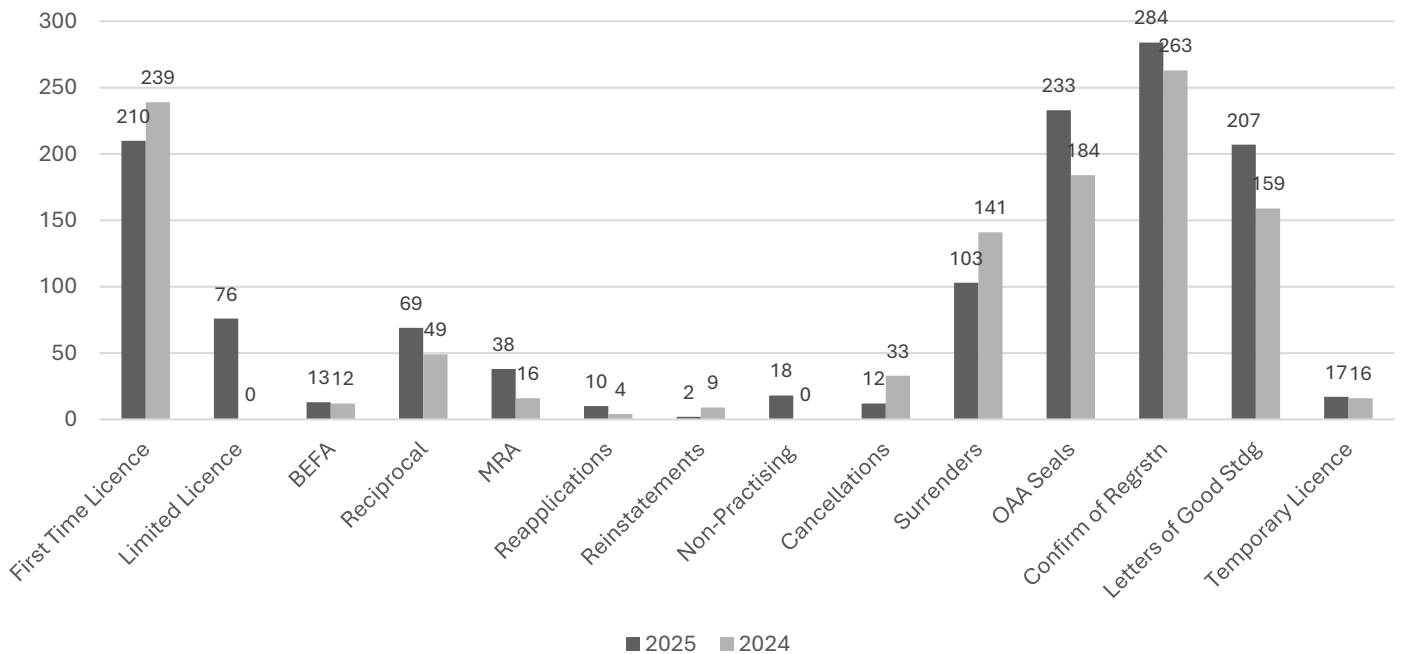
Growth in Individual Status

Reporting Period Growth in Individual Status Year over Year



Licence and Limited Licence Applications

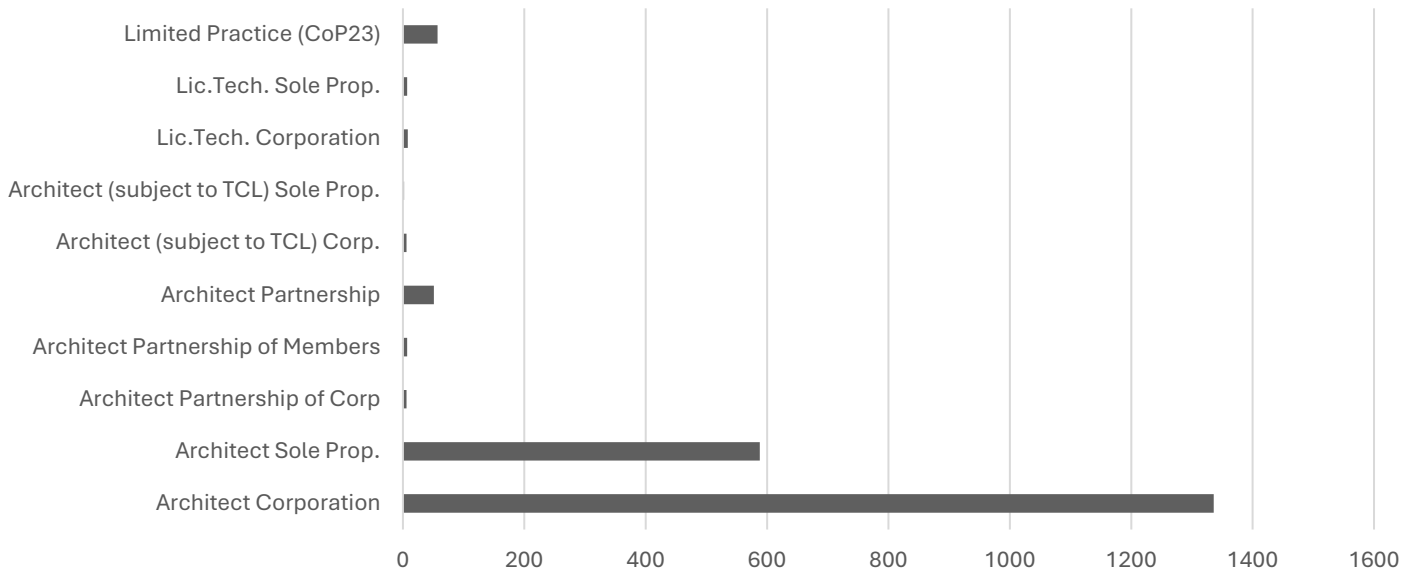
Reporting Period Approved Application Trends Year over Year



- Total applications received for the reporting period was 496, total approved 439.
- Of the 210 first time licence applicants, 78 were internationally educated applicants.

Certificate of Practice

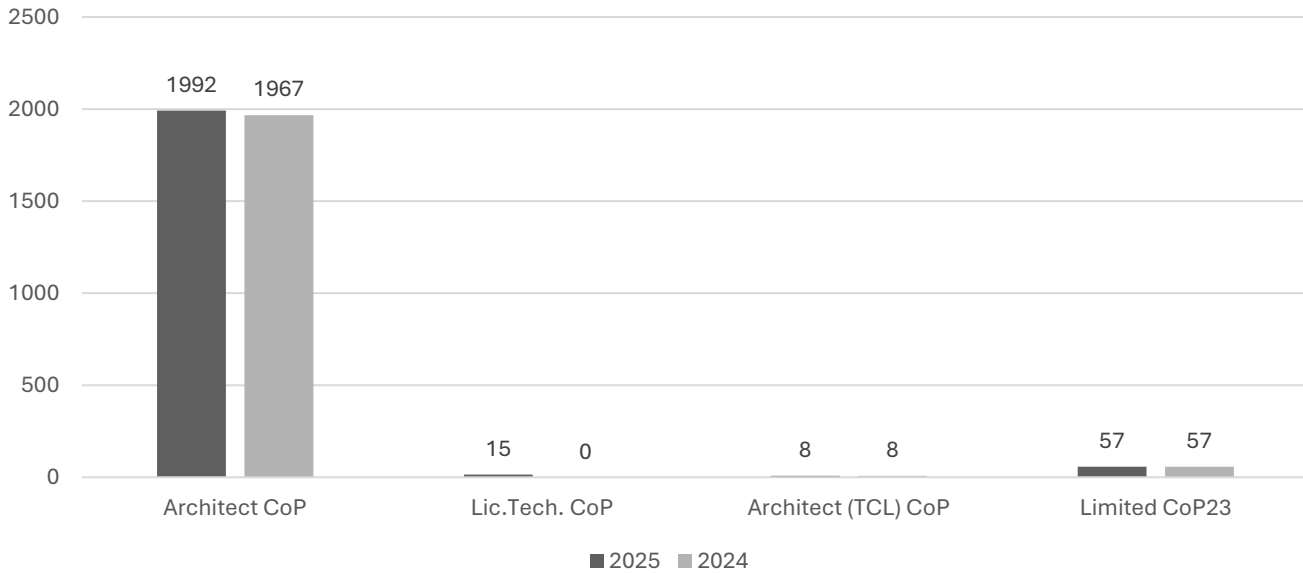
OAA Certificate of Practice Distribution as of Dec 31, 2025



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

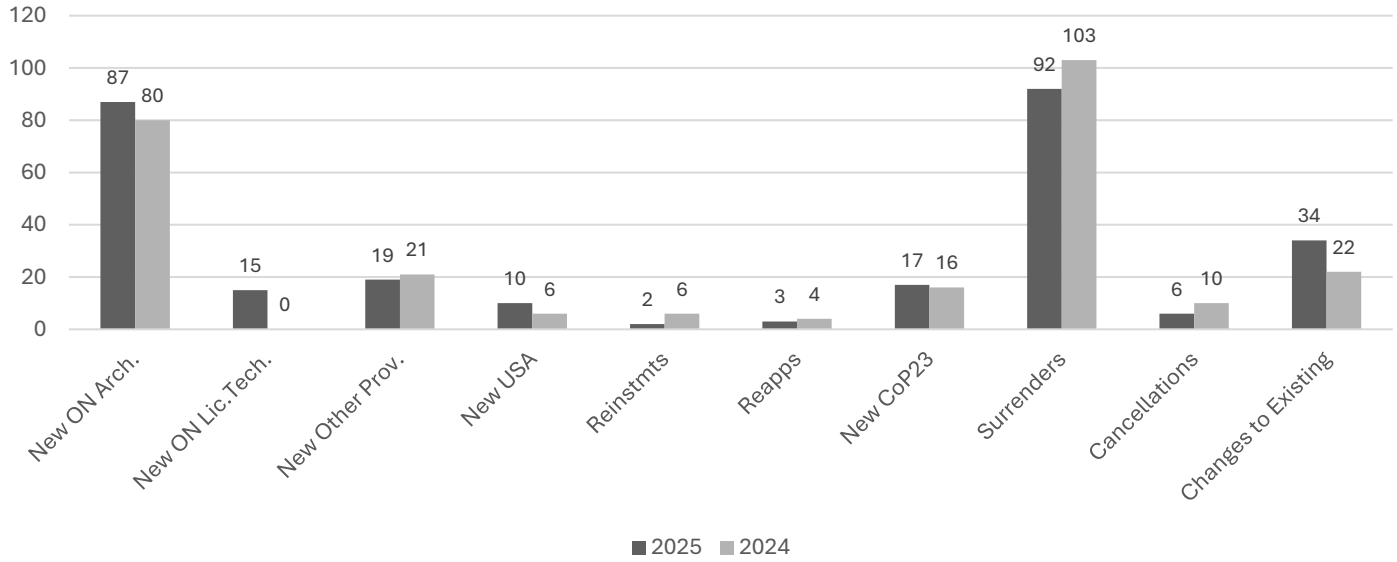
Growth in Practices

Reporting Period Growth in Practices Year over Year



Certificate of Practice Applications

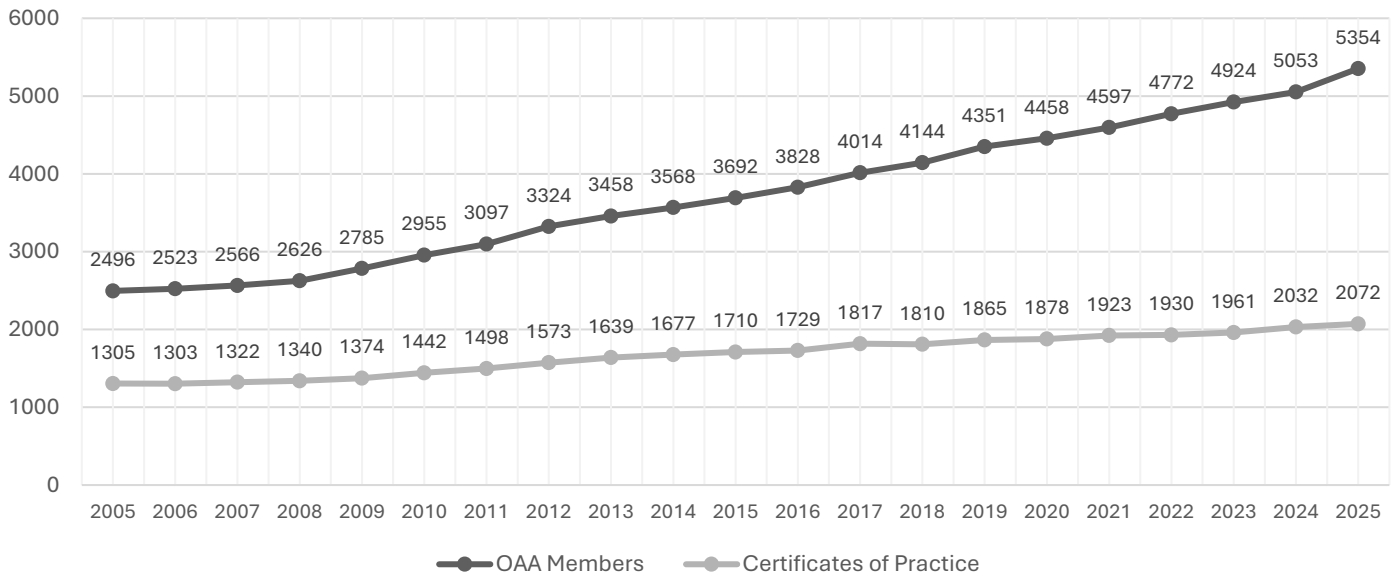
Reporting Period Approved CoP Application Trends Year over Year



- Total CoP applications received for the reporting period was 208, total approved 170.

Long Term Trends

Growth in Membership - Twenty Year Trend



Memorandum

To: Council

William (Ted) Wilson	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Jim Butticci	Andrew Chau
Kimberly Fawcett-Smith	Natasha Krickhan
Jenny Lafrance	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Angela Panacci
Anna Richter	Nicola Russo
Kristiana Schuhmann	Susan Speigel
Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 6.4.a

From: Communications and Public Education Committee (CPEC)

Susan Speigel, Vice President & Chair	
Mariella Amodio	Kurtis Chen
Marlo Fabella	Jon Hobbs
Carl Knipfel	Shan Li
Elaine Mintz	Jose Power

Date: January 6, 2026

Subject: Update from the Communications and Public Education Committee

Objective: To provide an update on CPEC initiatives since the November 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 held its last meeting for 2025 on November 14. It is set to have its first meeting of 2026 in early February shortly after the Chair has been confirmed.

Incoming Committee Members

As per the memo shared with Council at their November meeting, several CPEC members have now completed their terms. Their contributions to shaping the committee and the OAA's public education and outreach program over the last three years have been extremely valuable—and much appreciated.

Entering 2026, the Committee is poised to benefit from a new cohort of voices, skill sets, and expertise offered by the incoming members, with a few returning members balancing fresh perspectives with experienced insights.

Committee Priorities for 2026

Informed by Committee suggestions gathered at the November 2025 meeting, priorities for 2026 revolve around these core themes in support of the OAA's Public Outreach Plan:

- Continue to leverage relationships and build a coalition of allies working toward shared public outreach goals
- Continue exploring meaningful ways to foster knowledge transmission between established and future professionals
- Support and amplify existing programs and projects offered both by the OAA and external allies
- Continue to foster communication between and across OAA service areas to ensure alignment in messaging and strategic outreach objectives

The Committee will work with OAA staff to review their Annual Work Plan alongside tactics to operationalize these priorities.

Update on Core Outreach Projects

Roll Out of Expanded Society Funding Project Guidelines

As per the recommendations approved by Council at their November meeting, select improvements and expanded guidelines for the OAA Society Project Funding Program are now in place for the OAA's Local Architectural Societies. In 2025, the Committee reviewed the program and considered areas of improvement, with a focus on **transparency, predictability, effectiveness, and clarity** for applicants and evaluators alike.

A notable change in these updated guidelines includes new deadlines, now **mid-March** and **mid-September** annually (formerly January and July). The Societies are required to provide their Annual Reports to be eligible for funding. CPEC members will review reports and funding applications from Societies – in addition to those from **the Public Awareness Funding program** – at their spring meeting, tentatively planned for April 2026.

OAA Podcast

The OAA's podcast, *Architecturally Speaking*, recently reached another milestone in early 2026, surpassing the 5000 downloads mark on audio podcast platforms. With 15

episodes now recorded, including a special end-of-year mini-series on the 2025 SHIFT Challenge selections, the podcast is set to record six more episodes in 2026. CPEC will continue discussing opportunities to further the program's reach.

Chatterhigh – Online Career Planning Tool

CPEC is actively exploring ways to further leverage [Chatterhigh](#), an online career planning application aimed at high school students as they explore post secondary pathways. The OAA provides content about the path to licensure, regulation, and other information about the profession so that students can self-assess their interest in it as a possible career.

Chatterhigh continues to expand its audiences in Ontario, recently making strides with the Toronto District School Board, “unlocking” thousands of students who may potentially interface with the OAA’s content on the platform in 2026.

OAA Website

CPEC recognizes the importance of the OAA website as a key public-facing asset and information hub. The Committee continues to monitor the website and make recommendations to staff for possible updates and improvements. The Committee also continues to be interested in engaging a third party UX (user experience) consultant when budget allows. In the interim, OAA staff will continue to leverage CPEC expertise to guide in-house improvements wherever possible.

Conference Keynote, Theme, and Location Selection

As per their terms of reference, CPEC is tasked with selecting the keynote, theme, and location for the OAA Conference. In light of changes to the schedule for Conference from an annual to a biennial event, OAA staff and CPEC members will discuss any implications and possible adjustments to Committee responsibilities once more information on plans for 2027 becomes available.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

William (Ted) Wilson	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Jim Butticci	Andrew Chau
Kimberly Fawcett-Smith	Natasha Krickhan
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Kristiana Schuhmann	Susan Speigel
Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 6.4.b

From: Governance and HR Committee

Lara McKendrick, Chair, SVP & Treasurer	Ted Wilson, President
Settimo Vilardi, IPP	Susan Speigel, Vice President
Elaine Mintz, LGIC	Michelle Longlade, LGIC

Date: January 11, 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 last met on January 7, 2026. The meeting focused on two key items – the annual Council planning session and Councillor assignments to OAA committees for 2026.

Annual Planning Session

The Committee finalized the format and agenda for Council's January Planning session as well as the pre-reading material. Consultant Kathy McLaughlin of McLaughlin & Associates has been engaged to facilitate the planning session. Session logistics as well as outcomes and objectives were discussed. Council and senior staff will also participate in Good Governance training as part of the annual session.

Councillor assignments to OAA Committees

The Committee reviewed the feedback received from members of Council regarding their interest in specific committee assignments. It was noted however that the final assignments cannot be made until after the January election of officers.

OAA Workforce Planning

The OAA has established a new role - Regulatory Affairs Specialist. This role will focus on work related to regulatory/legislative items such as interface with the Office of the Fairness Commissioner and implementation of the requirements of the *Fair Access to Regulated Professions and Compulsory Trades Act* (FARPACTA), as well as other provincial policy matters that directly affect the registration practices of self-regulating professions in Ontario.

Action

None. For information only.

Attachments

None

Memorandum

To: Council

William (Ted) Wilson	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Jim Butticci	Andrew Chau
Kimberly Fawcett-Smith	Natasha Krickhan
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Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 6.4.c

From: Building Committee

Lara McKendrick, Chair, SVP & Treasurer
Thomas Yeung, Vice President
Sheena Sharp, Member-at-Large

Date: January 11, 2026

Subject: Update from OAA Building Committee

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

The Building Committee has not formally met since the November meeting of Council. Work on the Headquarters Landscape Project continues. Recall that Council approved the design and final budget at the September meeting, and the construction schedule was approved at the November meeting.

Building Committee Chair, McKendrick and Client Advisor, Lobko, along with senior staff continue to attend regular meetings with the design team. The last meeting of the year was held on December 15. The team reviewed the schedule, approval strategy, and drawing coordination for the permit and pricing set. Progress was also made on resolving a few outstanding design issues including trench drain/curb configuration, bioretention layout, manhole constraints, and lighting.

The next meeting with the design team will be held on January 12 at the OAA Headquarters. The Committee will meet in February to discuss workplan items for 2026.

Action: None. For information only.

Attachments: None.

Memorandum

To: Council

William (Ted) Wilson	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
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Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 6.4.e

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

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

Date: December 18, 2025

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

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

PACT last met on November 25, 2025 for their final meeting of the year.

At its most recent meeting, PACT began developing its work plan for 2026 by reviewing the success of the 2025 work plan. The Committee discussed legislative changes from the Provincial government that were introduced and passed in the fall. The discussion included *Bill 60, Fighting Delays, Building Faster Act*, that makes changes to the *Planning Act* and *Construction Act*, and the OAA's statement on the Bill. The statement can be read [here](#).

The committee also discussed the City of Toronto's RFP for designs of four- and six-plexes. The RFP requires applicants to have an OAA Certificate of Practice. There was thoughtful discussion around the duplication of catalogue designs when the Federal Housing Design Catalogue exists. There is a proliferation of this approach to procurement across Ontario, in particular. Through Practice Advisory Services, the OAA has provided feedback in terms of procurement best practices, as well as weighing in on regulatory matters that might prevent OAA members from responding.

The committee will continue to respond to government consultations in the public interest. PACT thanked outgoing members for their contributions and another successful year.

Note from Chair:

I have been grateful and honoured to work with the Policy Staff and Chair the PACT Committee over the last year as Immediate Past President. This committee and our Policy Team at the OAA are invaluable to the work they do reviewing, dissecting, analyzing and then representing government legislation; especially over the last year where there has been so much happening legislatively and politically.

I have been unequivocally supported in my role as PACT chair, and during numerous meetings with MPPs, by OAA staff members, Sara Trotta, Manager of Policy and Government Relations, and Elizabeth Walsh, Policy Analyst. Their thorough, well-crafted and concise notes, memos and letters on so many important issues have been so valuable to me and certainly the OAA as a whole. With their efforts, we have also continued to ride the successful wave of another Queen's Park Picks, which I believe is truly a testament to the outreach successes we have had and continue to build momentum on.

Our committee has been insightful and engaged all year which has allowed our meetings to be meaningful and efficient so I'm glad all but one, Toon Dressen, will continue next year. Toon Dressen, former past president, has completed his term on PACT and it goes without saying that we will greatly miss his immense experience professionally and politically where he provides insightful and passionate perspectives to all the agenda topics.

Len Abelman, a past valued and dedicated committee member, after a short hiatus, has sought and we have accepted his reappointment to the committee and feel he will be a great addition especially as our unofficial Large Firm Representative.

As I recently sought and was re-elected to OAA Council, and I am looking forward to continuing to work with the staff, committee members and fellow Councillors on the meaningful work the OAA does on behalf of the public and our members.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

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Donald Ardiel	J. William Birdsell
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Kristiana Schuhmann	Susan Speigel
Settimo Vilardi	Edward (Ted) Watson
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FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 7.1.a

From: Erik Missio, Communications Manager

Date: January 7, 2026

Subject: **June–December 2025 Operational Plan Update: Communications**

Objective: To update Council on activities undertaken in relation to the Operational Plan by the Communications service area during the second half of 2025.

This memo summarizes various Communications-related activities from June to December 2025, sharing progress in the context of the Strategic Plan’s operational priorities. (Note: Since much of Communications’ work involves supporting other service areas, there may be repetition or omissions in this memo.)

Update on Regular Programs and Services

Website

The “OAA Website” encompasses *three* websites:

- a large, publicly accessible site with regulatory and general information that also includes listings (news, events, education, career opportunities) as well as multiple sub-databases for practice information, documents, government correspondence, and other resources;
- a password-accessible site for those with Association status that adds promo codes for third-party events (like the International Architectural Roundtable) and access to resources like the CSA Standards program and Mentor Directory; and

- an iMIS-supported site with Conference information and registration, annual renewal information, Continuing Education (ConEd) transcripts, experience-recording resources, assessment portals, webinar registration, and the store.

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

Content is added or refreshed on all sites daily, with Communications focused on the first two and providing links (or assisting with copyediting) for the third. This includes addition of third-party ConEd [learning opportunities](#), [events of interest](#) to the profession or public, [news](#) in the media, or updates to documents in the [Practice Advisory Knowledge Base](#) or [Documents & Publications](#) database.

The website continues to experience a high volume of use, serving as the Association's virtual headquarters. For the second half of 2025, there were **133,000** users on the public site and **10,000** users logging on to the secure site. As an example of the number of website visitors, for the week of November 3–10, 2025, there were **7,700** users on the public side of things.

Whenever the OAA launches programming or initiatives, the website is updated in tandem with social media and direct emails to reflect the latest information. Time-sensitive items can be found on the site's homepage, directly below a large photo of a current Design Excellence winner or finalist (these will change in 2026 with the new awards cycle). As this memo was written, the focuses were on the latest podcast, calls for entries for the OAA Design Excellence and Service Awards, and the results of the recent Council elections. (The homepage for the OAA Website changed in subtle but important ways this year, as will be discussed later in this memo.)

For the second half of last year, there was quite a bit of important web development work, with staff undertaking the tasks or collaborating with the OAA's consultant, **Enginess**. In addition to the homepage refresh and the various in-depth limited licence information discussed later in this memo, this includes further refinements to the directory. For example, improvements to how licence/certificate of practice (CoP) terms, conditions, and limitations (TCL) are displayed, as well as the inclusion of deemed certified individuals (as of January 2026). Work has also begun on adding proximity searches to the OAA Directory, allowing people to search for a practice locally.

Website updates also included the redevelopment and enhancement of numerous webpages. This involved overhauling the [Licensed Technologist](#) page to match the format of the Architect page, updating information on [mutual recognition agreements](#), and making various changes to pages related to registration/licensing or international mobility (including [Deemed Certification](#)). Additionally, enhanced content on [examinations](#) and numerous site-wide edits were implemented to clarify information for internationally trained professionals, as requested by the Office of the Fairness Commissioner.

Based on website analytics from June 1 to December 31, 2025, the top five pages on the **publicly accessible site** (not including the home page) are:

5. [Continuing Education Program](#);
4. [Intern Architect page](#)
3. [Practice Advisory Knowledge Base](#);
2. [OAA Directory](#); and
1. [Employment Opportunities](#).

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

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

Given ongoing requests for improvement related to navigation and searching, staff liaised with the **Communications and Public Education Committee (CPEC)** regarding enhancements to user experience, as well as new layouts for the home page—more info later in this memo.

E-communications

Staff use **MailChimp** to send most e-communications, including **OAA News**, **Practice Advisory**, and the new **Intern News**. The third-party program connects directly to iMIS to reach an average of **8,378** for the recurring e-newsletters and **2,561** for the latter publication, which is for students and interns. The OAA has an average open rate of **68%**, meaning more than two-thirds of recipients are opening the emails—this is quite high.

Under Canada's Anti-Spam Legislation (CASL), individuals can opt to unsubscribe from such emails. As such, for **Regulatory Bulletins** (including information packages on Council elections) or notices about annual renewals, Communications or Finance uses iMIS directly to send such emails to ensure they reach the intended recipients. As part of the forthcoming iMIS upgrades, the OAA will enable members to review all regulatory e-communications in their iMIS portal to ensure members can see all critical emails sent by the OAA and avoid issues of messages being blocked or filtered.

From June to December 2025, there were 15 editions of the biweekly **OAA News** e-newsletter, each with eight to 10 news stories and additional links to the website. In addition to these “big” stories, there are departments listing upcoming events and Continuing Education opportunities, as well as recent examples of architecture in the news. Emphasis is placed on events (including information on virtually attending Council’s open sessions), volunteer/consultation activities, and regulatory matters.

In this same timeframe, three **Practice Advisories** e-bulletins were developed in collaboration with the Practice Advisory Services (PAS) team. Additionally, the second and third editions of the quarterly **Intern News** (targeting Student Associates, Student Technologists, Intern Technologists, and Intern Architects) were sent.

Outside the regularly scheduled e-newsletters, standalone **OAA Special News** emails were used throughout the latter half of 2025 to encourage members to:

- renew or sign up for CSA standards;
- participate in Member/Practice Surveys;
- submit proposals for 2026 webinars or Conference sessions;
- benefit from sales associated with the OAA ConEd Webinar Series;
- attend SHIFT in-person events; or
- enter the biennial call for OAA Service or Design Excellence Awards.

Sometimes, these specialized emails go out widely to members. In other cases, however, they are targeted to specific audiences meeting certain criteria. For example, the OAA has emailed members with international experience, asking for insight into their registration experience. As well, eligible Intern Architects and Intern Technologists have been targeted with emails about the Admission Course or the Examination for Architects in Canada (ExAC).

Social Media

The Communications team continues to use **Instagram** and **Facebook** to share most of the information found in its e-newsletters and website. Beyond spotlighting news and events of interest to the architecture profession, campaigns include the promotion of the newly chosen Design Excellence and Service Award juries, celebrating this year's Queen's Park Picks, spotlighting new podcast episodes, profiling existing Councillors, and sharing the always-popular *OAA Summer Sketches* art series. Examples of popular Instagram posts would be a Summer Sketches piece by Milutin Dijilas in September, which garnered 5,300 organic views or a profile of Design Excellence juror Carol Moukheiber in December, which drew 4,930.

LinkedIn is used for "big" stories, as well as the sharing of *Practice Advisories* and items related to Continuing Education opportunities. In the latter half of 2025, there were more than **172,766** impressions. A ConEd-specific LinkedIn subpage was recently added to the platform.

YouTube video posts in second- and third-quarter 2025 included several podcast episodes, various highlights from the May Conference in Ottawa, the Annual General Meeting of Members (AGM), and, on a biweekly basis, recordings of the OAA Continuing Education Webinar Series.

The five most popular long-form videos on the [OAA YouTube Channel](#) over the past six months were:

5. [OAA Webinar: How to Apply OBC Part 11 to Your Projects](#);
4. [OAA Webinar: Navigating Ontario's New 2024 Building Code](#);
3. [OAA Architecturally Speaking Podcast: Building Wellness—How Hospital Design Impacts Health and Community](#);
2. [2021 OAA Conference Session: Architects, Stop Worrying About Dew Point!](#); and
1. [OAA Architecturally Speaking Podcast: Reviving Old Spaces—The Art of Adaptive Reuse in Architecture](#).

As shown below, overall social media audiences are growing.



Followers: **9,041** (up 292 followers from June 2025)



Followers: **~2,800** (up ~100 from June 2025)



Followers: **18,691** (up 1,073 from June 2025).



Subscribers: **1,178** (up 146 from June 2025)

Public Outreach

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

Communications staff assisted the Registrar and President in authoring articles for the Ontario Building Officials Association's *OBOA Journal* to connect with other industry partners. Articles written in the second half of 2025 include "Design Catalogues, Housing, and Architects: What You Should Know" (October) and "Understanding the Role and Scope of the OAA's Licensed Technologists" (December).

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

- [“OAA Opens Submissions for 2026 Awards Program”](#);
- [“OAA and OGCA Launch New 2025 Edition of Take-Over Procedures Document for Ontario’s Design/Construction Industry”](#); and
- [“OAA Announces This Year’s Queen’s Park Picks: MPP-Nominated Projects that Reshape Communities.”](#)

OAA staff supported the President, Executive Director, or other members of Council with various media/speaking opportunities. This included engagements with media outlets such as *Daily Commercial News* and *Canadian Architect*, as well as assistance with speaking notes for events like the SHIFT Lectures, the Queen’s Park Picks Celebration, and the International Architectural Roundtable at The Buildings Show. This last event was sponsored by the OAA, which enabled the Association to offer free admission for all those with status who registered.

After the completion of videos highlighting the headquarters in the first half of 2025, scripting also began on a new series of videos aimed at interns and students on the path to licensure, demystifying the Internship in Architecture Program (IAP), as well as other aspects of becoming an Architect in Ontario.

Update on Progress Toward Special Operational Activities or Projects

Limited Licence Communications

By the tail end of 2025, the Communications team (working in concert with the Office of the Registrar) had completed the majority of new content and important updates on material related to Student Technologists, Intern Technologists, Licensed Technologists, and the OAA Technology Program (OTP) for the OAA Website. Working with Practice Advisory Services (PAS), the Communications team also replaced Practice Tips, contracts, and other documents with updated versions that reflect language to acknowledge holders of certificates of practice (CoPs) and limited licences.

As mentioned earlier in this memo, Communications also highlighted the role and scope of Licensed Technologists in *OBOA Journal* to improve understanding of these members among building officials. The OAA continues to explore ways to further share information about the OTP with industry partners and media, while also highlighting the role and importance of Licensed Technologists to students, the public, and Architects.

Improve Social Media

As followers on all social media platforms continue to climb, the OAA received no concerns or questions over its decision to place its **X/Twitter** account on hiatus. (Without any complaints or enquiries over the last 10 months or so, the account will be deleted in first-quarter 2026.)

The original plans to develop a sourcebook of evergreen information for Twitter (that is, a regular posting schedule for non-time-sensitive information for the public about regulatory matters and general outreach) will now be adapted into messaging for LinkedIn in the new year.

LinkedIn use was increased, with the OAA's ConEd Team particularly embracing its potential to raise awareness about the weekly webinars available for registration. Inclusion of video content regularly on YouTube has been achieved, with new 1.5-hour long sessions for Unstructured Learning posted every second Friday. In the coming year, the goal is to share these videos (not only webinars, but also other clips from Conference, headquarters, etc.) more regularly on Instagram, Facebook, and LinkedIn—using clips or snippets on other social media platforms is now being explored.

OAA Awards Programs

After initially celebrating the six SHIFT2025 selections in May with an event at Conference and the release of a hard-copy publication, a pair of **SHIFT Lectures** were also held at the OAA Headquarters on October 30 and November 20. The two standalone sessions each offered Structured Learning in the way of three mini-presentations and moderated audience conversation, as well as hors d'oeuvres and a drink ticket for those who pre-registered at \$10. As the events included alcohol, they were neither advertised to the public nor promoted on social media to meet the requirements of the LCBO permit—nevertheless, both events were very successful and quickly sold out.

For the remainder of the fall, the Communications team's award focus was on preparing for the **2026 Design Excellence and OAA Service Awards**. Working with recommendations from CPEC, two juries were chosen, taking into consideration the importance for both experts and a balance of diverse viewpoints and experiences. Two jury facilitators were also chosen, as well as sustainability advisors for certain technical aspects of Design Excellence criteria. A kickoff meeting was held with the team behind the **2026 Awards book** for some pre-planning.

Using all communications channels, a call for entries was shared with the membership for not only Design Excellence, but also Best Emerging Practice, Honour Roll, Lifetime Design Achievement, and Medal of Service. Deadline for submissions is in mid-January; the jury day will be held at the OAA Headquarters in February.

Improving the OAA Website

Based on feedback from CPEC, OAA staff completely redesigned the homepage of the OAA Website to prioritize timely content, improve wayfinding, and ease navigability. The new homepage has subtly streamlined some of the visuals (making use of parallax view for the lead image) to ensure time-sensitive information can be quickly seen—there is a “general” updates section under the large project photo, with another “practice-focused” updates section below that. The latter, for example, currently includes a link to pertinent information about the *Construction Act*. The new homepage also keeps an updated list of new events, career opportunities, and ConEd options.

Further, when logging into the “member” side of the website, there is now an indicating floating header (that follows you throughout your scrolling) to remind users which “side” of

the website they are on. Similarly, a special site-wide alert bar has been developed to communicate important notices to those on the website. While it has not yet been employed, it will be critical for the spring updates to iMIS to ensure members know which online services are down, for how long, and why.

Working with Practice Advisory Services, Communications has also streamlined the Practice Advisory Knowledge Base, removing or de-emphasizing old, outdated material and cleaning up search options and filters. It has also had the site developers create tools to help staff keep the events listings more relevant, clearing out clutter from events long passed. Work continues on doing the same streamlining for news events.

For the Employment Opportunities section, the Communications team worked with Operations to ensure the addition of a fraudulent posting policy, refined instructions and criteria, and a complaint form.

OAA staff are meeting regularly to further improve language and organization of the website. Additional internal discussions, along with feedback from CPEC, will focus on building upon these and other changes regarding UX (user experience), referencing websites of other architectural organizations and regulators to determine additional improvements as the site passes a half-decade of use.

Further Episodes of OAA Podcast

During the second part of the year, the OAA shared another four episodes of the public-facing [Architecturally Speaking](#) series, which is available on YouTube or wherever you get your podcasts.

- “From Accessibility to Affordability: The Role of Inclusive Design in Modern Architecture” (with Architect **Ossie Airewele**);
- “Rethinking Neighbourhoods: Insights from the OAA SHIFT Challenge Winners” (with Architects **Naama Blonder** and **Tim Scott**);
- “Tackling Climate Change Through Design” (with Architects **Jerry Hacker** and **David DiGiuseppe**); and
- “Reshaping Parks and Community Hubs (with Architects **Luc Johnston** and **David Peterson**).”

The series, which is at more than **5,000 audio downloads** and **6,500 views** on YouTube since its inception, will continue with another six more episodes in 2026 as the Public Outreach Specialist works with producer **Peter Reynolds** and host **Ryan Schwartz**.

OAA Headquarters

The OAA Headquarters served as the venue for the SHIFT events in the fall, enabling more members to see at least portions of the building. The speaking notes for the two moderators—Executive Director Kristi Doyle and Senior Vice President and Treasurer Lara McKendrick—incorporated short messaging about the Renew+Refresh campaign, as well as the forthcoming landscape project.

Depending on the landscape project's impact on access to the headquarters, the OAA is exploring the possibility of increased tours of the building for members, allowing them to earn Structured Learning hours while being able to see the building and appreciate its context in terms of climate action. However, the OAA will not be participating in Doors Open for the public in 2026 due to anticipated scheduling for landscaping work.

As work continues on the landscape design project, a plan is being developed on how to share information about the specific work with the membership, as well as the broader collaborations between the architecture and landscape professions, with the public. There is also some preliminary exploration of how to better share the lessons learned behind the building's renovation with the public and the profession.

As the team refines its use of videos on social media, the 2025 headquarters series will also be re-shared.

Work with Local Societies

The Communications Team's Public Outreach Specialist and Arch Grad continue to liaise with the Local Architectural Society chairs and Council Liaisons to further dialogue about the relationship between the Association and these important groups. This includes regular virtual meetings (and digital resources support via the Association's SharePoint platform) and support for the OAA President's in-person meetings throughout the late summer and fall.

In response to feedback from the Society chairs for greater clarity and guidance regarding administration and management of finances by each Local Society, Council approved a new policy regarding Society Finances. Along with its template appendices, it is intended as a supportive tool to provide a framework for budgeting, accounting, investing, and financial reporting; it serves to promote consistency and accountability in financial practices. This additional clarity and guidance should also help address ongoing concerns raised by current and past chairs regarding financial and legal risks, while still recognizing the variation in size, composition, and function of each of the OAA's 14 Societies.

OAA staff continue to share Society events and learning opportunities on social media, e-communications, and the website. Working with staff, Council adjusted the sliding scale per capita funding model, which included an increase in the tiered amounts provided to each society. as well as updated criteria for the newly renamed Society Project Funding (SPF) program better clarified. Updates continue to be made on the OAA Website to reflect these changes.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

William (Ted) Wilson	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Jim Butticci	Andrew Chau
Kimberly Fawcett-Smith	Natasha Krickhan
Jenny Lafrance	Michelle Longlade
Lara McKendrick	Elaine Mintz
Angela Panacci	Deo Paquette
Anna Richter	Nicola Russo
Kristiana Schuhmann	Susan Speigel
Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 7.1.b

From: Claire Hepburn, Deputy Registrar

Date: January 5, 2026

Subject: Annual Update – Continuing Education Service Area

Objective: To provide the year end report on the activities under the Continuing Education service area.

The OAA's Online Continuing Education Courses

The OAA engaged with the University of Toronto's (UofT's) School of Continuing Studies (SCS) a number of years ago to administer distance learning through their online platform. SCS administers the registration, enrolment and instructional oversight of the OAA's two courses: Fundamentals of Running an Architectural Practice 2024-2025 (FRAP) and the OAA's Admission Course. The current contract with SCS is set to expire on April 30, 2026. The Executive Director and Deputy Registrar are actively involved in discussions with SCS in regard to future engagement.

Fundamentals of Running an Architectural Practice 2024-2025 (FRAP)

The FRAP course, which costs \$745 (plus HST), offers OAA licensed members 30 hours of Structured Learning. The fall semester had 26 learners and the winter semester had 18 learners. As a result of lower enrollment, FRAP will be held once in 2026 and the program delivery medium and format will be re-evaluated to ensure the content is being made available in the most appropriate and effective way.

During the summer of 2025, SME's were confirmed and submitted updates to their respective modules.

Total tuition revenue from the 2024-2025 academic year is \$32,780, and the OAA received \$3,278 (10% share).

Admission Course 2024-2025

The OAA Admission Course is a mandatory requirement for licensure for all Intern Architects and Intern Technologists in Ontario. It covers topics related to regulatory matters, legal issues, and information specific to the practice of architecture in Ontario

The Admission Course had slightly decreased enrollment for this academic year to 282 learners.

All SME's returned for the 2024-2025 academic year and updated their respective modules where necessary in summer 2024

Current enrollment for the Fall 2025 semester is 68 learners.

Total tuition revenue from the 2024-2025 academic year is \$98,700, and the OAA received \$9,870 (10% share).

Self-Study Learning Series 2024-2025

The OAA's Self-Study Series, specifically designed as a review and refresh opportunity, comprises foundational practice material also included in the OAA Admission Course completed by interns as part of their licensing process. OAA members can select from several courses to cover the material at their own pace (over two months) and complete quizzes to earn up to a total of 27 Continuing Education (ConEd) hours of Structured Learning.

With ongoing enrollment, OAA members can take the 8 self-study courses at any time during the registration period. Learners have two months to complete a quiz to finish the course.

There were 190 learners for the self-study course.

Total tuition revenue from the 2024-2025 academic year is \$20,700, with the OAA receiving \$2,070 (10% share).

Conference 2025: Reshaping Communities (Ottawa, ON)

The Continuing Education Advisory Committee vetted proposals and curated sessions to finalize 25 sessions with over 70 speakers for the 2025 OAA Conference. Themes of the Conference included looking at how evolving built environments respond to societal changes, an exploration of urban revitalization, adaptive reuse, inclusive design, Reconciliation, and the intersection of built and natural environments.

Speakers included over 30 OAA members, and international speakers from the Netherlands, the United Kingdom and the United States. The Conference was well attended with 573 registrants.

Conference 2026: Collaboration Powering Innovation (Kitchener-Waterloo)

The Continuing Education Advisory Committee put forward 25 sessions, which were approved by Council at the November Council meeting. Conference planning for 2026 is well underway.

The OAA's 2026 Conference will explore how collaboration thrives in the Grand Valley, with its mid-sized cities and architectural gems, as well as across the province. Topics include AI in architecture, affordable housing, succession planning, landscape architecture, net zero carbon, sustainable innovation, reconciliation, university campus design, adaptive reuse, and mass timber

2025 Webinars

A total of 43 webinars were scheduled between January and December 2025, with an average of 50 registrants per webinar. 2 scheduled webinars were cancelled, while 4 were rescheduled to later dates in 2025 or 2026.

Here is a list of OAA webinars offered to members during 2025:

1. Designing Futures: Biophilic Architecture and Sustainable Well-being in Educational Spaces
2. Innovations in Affordable Housing via Mass Timber PH Constr.
3. Effective Project Planning for Tall Timber Residential Buildings
4. Building Food: programming nature and food within the built environment
5. Beauty in Architecture: The Role of Aesthetics in Building
6. Understanding your rights and obligations under the Occupational Health and Safety Act (FREE)
7. Securing the Foundation: Tips & Tricks for Building a Cyber Resilient Organization (FREE)
8. Know Your Impact: Findings and Outcomes from the Carbon Coalition Conference
9. The Role of Architecture in Shaping Equitable Communities
10. Workplace Harassment Provisions & Obligations Under Ontario's OHSA (FREE)
11. Pro-Demnity Technical Requirements for Precast Concrete
12. Innovation in Child Care Design
13. Utopia to Utility: Re-Examining Critical Urban Nodes
14. ConCave, a Case Study for 3D Printing of Concrete
15. REACHing for Climate Resilience in the Built Environment
16. Design Competitions: Three Regional Perspectives
17. Innisfil – Establishing a Well-Connected Transit Community
18. Inclusive Design for a Neurodiverse Workplace
19. How to Apply OBC Part 11 to Your Projects
20. Building Trust: A Practical Approach to Conflict Resolution
21. Leading the Public Realm Design: Insights from Brightwater
22. Firm Value and Succession Planning - Building a Financially Resilient Future
23. Mass Timber Kit-of-Parts: Poplar Road Junior Public School
24. Elevators - Accessibility and Green Initiatives

25. Adaptation of AI and IR Imaging in Energy Audits & Targeted Retrofits
26. Lake City Ways Studio in Burnaby
27. How to Complete an OBC Part 3 / Part 9 and Part 11
28. TEUI 4, the next-generation Canadian Building Energy, Carbon, and Economics modelling framework
29. Solar Carports Designing Tomorrow's Energy-Generating Spaces
30. The Masterpiece: Development Infill Heritage
31. Understanding the OAA Complaints Process and Professional Misconduct (REDUCED PRICE)
32. Project Genesis
33. Carbon and Net Zero in the Low-Rise Residential Sector
34. Wellbeing by Design: A Purpose-Driven Built Environment
35. Discover Toronto's Eco-Roof Incentive Program
36. Professional Responsibility under Municipal Renovictions By-Laws
37. Being the "Consultant" under Ontario's Revised Construction Act (REDUCED PRICE)
38. Conversion & Underutilized Commercial Office Space to Residential
39. Toronto Community Housing: 50 Torbolton Passive House Retrofit Project
40. Regenerative Design Framework
41. AI in Architecture: Shadow & Light
42. Place, Culture, Climate: A Northern Boardwalk Story
43. Systems Approach for Mass Timber High Rise

50% of webinars (22 webinars) in 2025 were Climate Action offerings, as per the OAA's five-year strategic plan.

10 webinars were offered as part of a Risk Management series. Topics included: The OSHA Act, building cyber resilient organizations, workplace harassment, the OBC, conflict resolution, succession planning, the OAA complaints process, professional misconduct, and professional responsibility under renovictions by-laws.

On March 13, March 20, and April 24, 3 webinars in the Risk Management series were offered for free. Two more Risk Management webinars, on October 2 and October 30, were offered at a special discounted rate (50% off) for OAA members only.

To boost registration during the summer months, a new "Summer Savings" promotion was run from July 9 until July 25 and was later extended until August 15. Registrants received 20% off 7 webinars between July and August.

Based on the success of the summer promotion, a Fall "Back-to-School" promotion was run from September 5 to September 12 offering a 20% discount off of any of the upcoming webinars that were currently available on the OAA webinar page.

The total revenue generated from the 2025 webinar series to date (November 27, 2025) is \$52,460.

Webinar Presenter Research & Selection

2025 webinar presenters were selected via the 2024 & 2025 Winter and Spring Conference and Webinar Call for Presenters, as well as via Council recommendations and research by the ConEd Team.

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

Case studies were identified based on their capacity to fulfill one or more of the categories within the Continuing Education Competency Framework. The Competency Framework outlines professional, ethical, and substantive tools and resources required to maintain and develop members' competence and ethical practice, as it relates to the business or practice of architecture. These include: professional and technical knowledge and skills; leadership and client management skills; risk management; administrative, legal, and regulatory knowledge; professional and ethical conduct; equity and social justice issues; OBC and NBCC; heritage and restoration; and climate action and sustainability.

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

Survey Feedback & Preferred Speakers List

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

A few presenters were invited to return for webinars in 2025 following positive attendee feedback from past presentations. For instance, one returning speaker received feedback stating that they were "an excellent communicator," with the attendee stating that they would "be back next year if [the speaker] has a session." Another returning speaker received feedback that their presentation was "amazingly well presented," and that it covered "a very important topic [which] should be presented often within our profession."

The ConEd Team is utilizing this important feedback as well as strong evidence of attendee engagement during the session to enhance the OAA's database of speakers.

Webinar Engagement & Poll Questions

This year, the ConEd Team encouraged presenters, in the weeks before their webinar, to submit 1-3 multiple-choice poll questions that would be run during their session. Poll questions ranged from those intended to gauge audience familiarity with a topic to those which tested them on a specific aspect of the presenter's work. Once attendees

submitted their responses, the results were shared with the group and the presenters were welcome to discuss these further before moving on with the presentation.

The addition of poll questions to the webinar series has prompted an increase in audience engagement, with an average of 70% participation for each poll. Attendees have also expressed their appreciation of the polls via the survey, with one respondent commenting: "I appreciated the interactive survey question/polls to understand trends in practice and status of professionals' knowledge."

Peer2Peer & Adult Education

The ConEd team delivered a Peer2Peer session to OAA staff on October 29, 2025, highlighting the value of engagement tools like the poll questions, as well as several other strategies that would be beneficial for those involved in adult training and education, such as our webinar presenters.

As noted during the Peer2Peer, adults are motivated to learn when they see immediate value in what they're learning, when the content is timely and/or directly relevant to their life and work, when they have autonomy over their learning pathways, and when content builds on their previous knowledge and/or involves concrete case studies that enable them to see how ideas can be implemented in practice.

The ConEd team engages in regular consultations and practice sessions with webinar presenters to ensure that their content and planned presentation delivery aligns with the above tenets of adult education, as well as with the Competency Framework, offering the most value to our members.

2026 Plans

With the end-of-cycle approaching in June 2026, the coming year will see a greater number of webinars available for members to select from, with plans to increase offerings from one to two per week, every other week. Continued emphasis will be placed on offering Climate Action and Risk Management sessions, and Special Event webinars have been proposed for Earth Day and International Women's Day.

In anticipation of members' questions and queries approaching the end of cycle, the ConEd Team will host a webinar in January to discuss ConEd hours submission, the audit process, and the ConEd program more generally.

Action

None. For information only.

Attachments

None

Memorandum

To: Council

William (Ted) Wilson	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Jim Butticci	Andrew Chau
Kimberly Fawcett-Smith	Natasha Krickhan
Jenny Lafrance	Michelle Longlade
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Deo Paquette	Angela Panacci
Anna Richter	Nicola Russo
Kristiana Schuhmann	Susan Spiegel
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FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 7.1.c

From: Melanie Walsh, Manager Finance

Date: January 6, 2026

Subject: Year-end Operational Plan Update

Objective: To provide an update regarding the activities undertaken in relation to the Operational Plan for the Finance service area

This report is the second of two semi-annual updates on activities undertaken in 2025 in the OAA's Finance service area, including progress in relation to the priorities discussed with Council at the January 2025 planning session.

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

- The OAA 2026 Budget has been completed and approved. The draft budget was presented to Council on September 18, 2025 and the final budget was approved in the November 18, 2025 Council meeting.

Annual audit:

- Preparation for the 2025 audit is underway. The annual audit will begin on January 26, 2025, in line with the prescribed timeline. The audited financial statements will be reviewed by the Finance and Audit (F&A) Committee on February 18, 2026, with final approval by Council in March, ahead of presentation at the Annual General Meeting in April.

OAA Database and Finance upgrades

- The OAA Finance team has been adapting to and embracing the new Microsoft Dynamics 365 GP platform. Through active engagement and a strong

commitment to learning, the team is building proficiency in the system while using its features to streamline workflows and improve existing financial processes.

- As part of the Microsoft Dynamics 365 GP upgrade, OAA Finance reviewed, refined, and reorganized the Chart of Accounts. This work improved clarity and consistency across accounts, better aligned the structure with current operations, and supports more accurate reporting, analysis, and decision-making going forward.

Financial Statement Improvements:

- The Finance team began work on updating the categories as presented on the Audited Financial Statements to improve the clarity, transparency, and accessibility for the membership. These changes will be considered by the F&A Committee in early January after which the Auditors will finalize a revised presentation format that better aligns audited financial statement categories with OAA's regulatory mandate and strategic priorities.

Annual fee renewals:

- Annual fee renewals opened in mid-December with the approved fees included in the 2026 Budget. The Finance team worked closely with the Communications and IT Teams to address changes to member login/passwords which is a result of the pending upgrade of the iMIS database system in the first quarter of 2026.

Update on Progress towards special operational activities or projects

OAA Database and Finance upgrades

- OAA Finance staff worked closely with IT staff in a focused manner in the second half of 2025 in preparation for the upgrade of the OAA iMIS database. This upgrade will make important improvements for the Finance service area in terms of processing, tracking, and reporting. This work will continue in 2026.
- Leading up to the year end, Finance staff, in collaboration with IT, began working on updating the Conference registration and scanning solutions for Conference 2026.

OAA Investment Policies and Reserve Planning

- Following discussions in fall 2025, senior staff worked with the SVP & Treasurer along with the F&A Committee to develop, update, and formalize the OAA investment policy and strategies. Council will be reviewing a draft of the policy in March, as well as discussing the selection of an Investment Manager.
- At the November 2025 Council meeting, Council received a detailed report on the OAA Finances including updates to the three-year Reserve Fund Plan previously approved by Council. This report included details of the OAA Mortgage and possible paydown options in 2026 as well as understanding the allocation of members fee across OAA service areas and programs.

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

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

FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 7.1.d

From: Kathy Armbrust, Chief Operating Officer

Date: December 15, 2025

Subject: Semi-Annual Update from Operations and Human Resources

Objective: To provide Council with an update regarding activities under Human Resources, Operations and Administration for June 1 – Dec 31, 2025

The following activities occurred in the second half of 2025 under Human Resources, Operations, and Administration. To review activities and accomplishments in the first half of the year, refer to the June Council package.

Landscape Project

The design continued to be refined based on feedback from Council for the landscape project. The final design, construction schedule and budget were approved by Council in the fall. We are looking forward to moving this project to the next steps early in the new year in collaboration with the Building Committee.

Building Maintenance

It has been approximately 5 years since [OAA HQ's Renew and Refresh Project](#) was completed. With the agreement of the Building Committee, a Facility Assessment began this summer by WSP in partnership with Architect David Fujiwara, Siemens, Plan Group, and OAA staff. This assessment aims to ensure the optimal performance of our heating and cooling systems. This is key to achieving net-zero performance. Many recommendations have already been implemented and tested, and are working well, but will continue to be monitored. An early outcome is the implementation of a new daily report provided to OAA Operations staff for the analysis of daily changes in heating and cooling requirements.

The OAA Headquarters is a beautiful and unique building. It is a net-zero and carbon-neutral building. Accordingly, the Building Maintenance plan is somewhat unique. In the past, when the Building Operator was away or left the OAA, there was a very limited ability to maintain the building in an optimal manner. Since the summer, there has been significant learning and cross-training amongst the Operations team on how to maintain the building, and this will continue into next year. In addition to the Building Operator, the rest of the Operations team now has the ability to monitor, maintain and do basic troubleshooting with heating and other mechanical systems, if necessary. In 2025, the OAA continued to host tours of the building to a variety of audiences. The tours are always very well received.

As part of a project to reduce costs, hundreds of boxes that were stored off-site have been returned to the OAA. They have been sorted through, culled and organized.

Workforce & Succession Planning

The Coordinator, Complaints and Act Enforcement was promoted to the role of Office of the Registrar Regulatory Clerk. The Administrator, Office of the Registrar Regulatory Clerk was backfilled. At the close of 2025, the new position of Regulatory Specialist was hired and will begin in the new year.

Policy monitoring and compliance with new Legislation

As part of an ongoing process to regularly monitor changes in employment legislation, processes regarding the OAA Classifieds were updated to ensure compliance with new legislation.

Responding to AI

A policy was created and implemented regarding the usage of AI by users of OAA technology, including Council and staff. In addition, several articles have been curated on the OAA website and shared with OAA members regarding the usage of AI. The staff continue to review information in this space, particularly the legal aspect of AI usage.

Practice and Member Survey

A [comprehensive survey of both Members and Practices](#) was conducted from Sept 9 - 30, 2025. The survey consultant, [Innovative Research](#), prepared a preliminary draft summary report for the Council Working Group, comprised of Councillors Speigel, Yeung, Richter, Ardiel, Alkasawat, and Zawadzki. The Working Group brought forward the reports to Council for final review and approval for publication.

Action

None. For information only.

Attachments

None

Memorandum

To: Council

William (Ted) Wilson	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
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Thomas Yeung	

FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 7.1.e

From: Abhishek Chaudhary, Information Technology Manager

Date: January 13, 2026

Subject: Information Technology Service Area – 2025 End-of-Year Report.

Objective: This memo is the second of two semi-annual updates on 2025 activities in the OAA's Information Technology service area, including progress on the operational priorities discussed with the Council at the last planning session.

This report builds on prior-year initiatives and reflects continued progress in modernizing systems, improving reliability and security, and supporting the OAA's regulatory and operational mandate.

Office 365 and SharePoint

Building on work completed in 2024, the Office 365 and SharePoint program was completed in 2025.

Key highlights:

- Completed the Office 365 upgrade, improving security, stability, and collaboration tools.
- Expanded SharePoint to support staff, Committees, and Societies.
- Implemented clear standards for document storage, access, and version control.
- Delivered staff training to support consistent and effective use.

iMIS and Enterprise Management System (EMS)

Modernization of the OAA's core systems continued throughout the year.

Key highlights:

- Upgraded and migrated iMIS to a cloud-based EMS environment.
- Implemented a call log for Practice Advisory Services.
- Migrated Practice Consultation Services (PCS) into EMS.
- Launched online OTP applications and KOPC processing.
- Switched to a new iMIS payment gateway to improve payment reliability and security.
- Delivered staff training to support consistent system use.
- Enhanced the OAA Conference mobile application.

Financial Systems

The legacy GP finance system was upgraded to Microsoft Dynamics 365.

Key outcomes:

- Improved system reliability and vendor support.
- Better reporting and integration with other systems.
- A stronger foundation for future improvements.

Infrastructure and Business Continuity

Key highlights:

- Upgraded disaster recovery hardware to improve business continuity.
- Refreshed the server room flooring, cabling, and hardware layout.
- Upgraded Council Room technology to better support hybrid meetings.
- Updated staff hardware standards to improve consistency and security.

Security, Policy, and Emerging Technology

Artificial Intelligence:

- Developed and implemented a policy for responsible use of AI, aligned with the OAA's regulatory position.

Security and Risk:

- IT initiatives supported cybersecurity, risk management, and governance requirements throughout the year.

Action

None. For information only.

Attachments

None

Memorandum

To: Council

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FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 7.1.f

From: Sara Trotta, Manager, Policy and Government Relations

Date: December 18, 2025

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

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

This memo is the second of two semi-annual updates on 2025 in the OAA's Policy and Government Relations (PGR) service area, including progress in relation to the priorities discussed with Council at the January 2025 planning session. This memo does not include items that are under the mandate of the Policy Advisory Coordination Team (PACT).

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

Over the past year, legislative and policy changes have been moving at top speed. With government's increasing use of time allocation motions on Bills, there are fewer opportunities for public consultation and, as a result of that, there have been instances where making official submissions has not been possible. Despite that, we have implemented the use of "statements" which allow the OAA to confirm its position on various issues and educate the public about matters that may be of interest. With a continued focus on advancing the public interest, OAA statements and submissions alike outline the Association's position on issues and identify recommendations that the government may consider exploring.

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

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

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

1. [OAA Statement on Bill 17](#): As a result of an expeditious legislative process to pass this bill, government did not provide opportunities for stakeholders to make submissions or depositions regarding this controversial omnibus bill. Despite that, the OAA determined that it was strategic to issue a statement to confirm its support in principle to streamline the development approval process, and to urge government to consider the implementation of an energy step code in the Ontario Building Code.

This statement was referenced in a June 16, 2025 story by the Canadian Press and then published across multiple news platforms including, Global News, the Toronto Star, QP Briefing, Canadian Architect, and various Village Media outlets such as TorontoToday.ca and BarrieToday.ca which collectively have an estimated readership of more than 10 million.

2. [2025 Queen's Park Picks](#): In 2025, the Queen's Park Picks program gained really successful earned media traction, securing the attention of an estimated total readership of 10.5 million with publication across various local newspapers including, Bay Today, The Kingstonist, Georgina Advocate and others. This is a significant recovery from the previous year where the estimated readership reach was approximately 600,000.

In the history of the QP program, its best year for earned media was 2021 wherein the estimated readership from earned media was more than 40 million. 2025 demonstrates that there remains significant media interest in this program and planning is already in place to continue to grow media interest in the program in 2026 and beyond.

More details about the QP Picks Program are included in the section below.

3. [OAA Statement on Bill 60](#): As a result of an expeditious legislative process to pass this bill, government did not provide opportunities for stakeholders to make submissions or depositions regarding this controversial omnibus bill. Despite that, the OAA determined that it was strategic to issue a statement to confirm its support for the contemplated technical amendments to the *Construction Act* and its cautious optimism

about some of the changes to the *Planning Act*. The statement also urges government to maintain municipal green standards while it considers the implementation of an energy step code in the Ontario Building Code.

This statement was picked up by *Canadian Architect* and *Construction Canada* which collectively have an estimated readership of approximately 30,000.

The issuance of statements where the opportunity for public consultation is otherwise limited as a result of government process has demonstrated efficacy over the last six months and the PGR staff team will continue to identify and recommend opportunities where an OAA statement may be an effective opportunity for public education, as well as opportunities to advance other key OAA objectives under the regulatory leadership pillar.

- **Queen's Park Picks Refresh:** Building on the efforts that were implemented last year to refresh the Queen's Park Picks program, the 2025 event dovetails from this year's conference theme and challenged all MPPs to nominate a community building from their riding for consideration as a 2025 Pick.

The Queen's Park Picks event took place on October 21, 2025, in the Main Legislative Building at Queen's Park in Toronto. Some highlights from this year's QPP program include:

- Receiving 55 building nominations from 36 MPPs spanning all political stripes and reaching across 10 local society regions throughout Ontario;
- The selection of 9 buildings that span across 8 local society regions and that represent all political stripes in Ontario (that is, three picks from the PCs, three from the NDP, two from the Liberals, and one from the GPO);
- Hosting approximately 25% of MPPs (or their representatives at the event);
- The delivery of official remarks from OAA Immediate Past President Settimo Vilardi, the Honourable Doug Downey, Attorney General of Ontario, MPP Kristyn Wong-Tam, MPP Lucille Collard, and MPP Mike Schreiner;
- 5 MPP meetings that were attended by PGR staff and PACT Chair in order to advance the OAA's recommendations to further reform Site Plan Approval and advance housing affordability in Ontario; and,
- Significant earned media coverage resulting in an estimated total readership of 10.5 million.

Plans are in place to host this event again in 2026 and to leverage the upcoming conference theme in order to continue to engage MPPs and members of the public in conversation about architecture across Ontario.

- **Policy Support to the Office of the Registrar and Executive Director:** In addition to the regular legislative monitoring that the PGR staff team does, we have been working closely with the Office of the Registrar (OOR) to monitor the changing legislative and regulatory environment, especially as it pertains to compliance with FARPACTA as well as policies related to domestic labour mobility.

Bill 2, *Protect Ontario Through Free Trade Within Canada Act* passed on June 5, 2025. In addition to some administrative changes to FARPACTA that the Bill mandates, it also creates a “deemed certification” status, that is a one-time 6-month period wherein regulated professionals, including Architects, can practice in Ontario “as if” they are licensed here while they are awaiting the completion of their application for licensure. Deemed certification takes effect on January 1, 2026.

The PGR staff team has also completed a comprehensive environmental scan to support the *Architects Act* modernization project that is being led by the Office of the Registrar. In particular, we looked ways that other regulators have modernized their legislation and gathered current best practices for modern regulators. Some of the key topics that were researched include:

- Practice continuity provisions;
- Professional code of conduct;
- Practice review programs; and,
- Standards of practice and performance.

The PGR staff team looks forward to continuing to support the Office of the Registrar on this important project and anticipates that next steps will be determined in accordance with the timeline for the Act Modernization Project.

- **Policy Support to Practice Advisory Services:** The PGR staff team continues to work collaboratively with Practice Advisory Services (PAS) on projects that straddle the PAS and PGR service areas. Over the last six months, PGR has supported two Building Code consultations including:
 - The consultation on the [Ontario Building Code Changes to Support the Construction of Rapid Transit Stations](#); and,
 - The consultation on the [CBHCC GHG Draft Policy Positions 2025](#).

The PGR staff team is also working closely with PAS staff to update documents and resources related to the *Construction Act*, which was most recently amended with the passage of Bill 60, *Fighting Delays, Building Faster Act, 2025*.

Although an in-force date for the new *Construction Act* has not yet been released, the PGR and PAS staff teams are working to ensure that all required documents are prepared. PGR is managing updates and liaising with legal

counsel to ensure that the Practice Tips 10 series on the *Construction Act* is ready for relaunch when the new legislation comes into force.

- **Briefing Notes and Backgrounders:** The PGR staff team continues to develop briefing notes and backgrounders for new and ongoing issues and positions that the OAA is advancing. Most notably, PGR staff updated the backgrounder on Site Plan Approval (SPA) based on the findings of the 2024 Altus Report about the costly delays associated with SPA.

This backgrounder has been leveraged at one-on-one MPP meetings that have been attended leading up to and following the 2025 QPP event. Additionally, PGR staff were asked to develop a Peer-to-Peer presentation about “One Voice” where OAA colleagues were trained on the importance of presenting the public with consistent messaging. Since the staff training, PGR staff have been invited to present this training to various standing Committees, including the Communications and Public Education Committee (CPEC).

Action

None. For information only.

Attachments

None.

Memorandum

To: Council

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FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 7.1.g

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

Date: January 13, 2026

Subject: OAA Service Area Semi-Annual Updates - Practice Advisory Services.

Objective: To provide Council with an update regarding activities undertaken in relation to the Operational Plan by the Practice Advisory Services area.

Report – Practice Advisory Services (June 1, 2025 to December 31, 2025)

This memo is the second of two semi-annual updates on 2025 activities in the OAA's Practice Advisory Services (PAS) area, including progress made in relation to operational priorities discussed with Council at last February's planning session.

Updates - Main Program and Services supporting Member Competency

Practice Hotline – January 1 to December 31, 2025

The Practice Hotline is an important service to assist staff in mapping industry trends, feeding into the creation of resources for members, and in bringing forward topics to the Continuing Education team. PAS received ~1300 telephone calls/emails/video conference in 2025. (Note: This may include multiple calls/emails about the same topic).

Calls are primarily coming from licensed members (~82% +), most of the remaining are 8% clients, 2% Building Officials and 1% Interns. Emails are primarily coming from licensed members (~73% +), the remaining identified sources are 4% building officials and 6% clients. "Other category" which includes emails re-directed to other service areas at the OAA amounted to ~10% of emails.

Other observations for 2025:

- The top 2 topics (all users) were related to the *Architects Act & Reg.27* (over 20% of the calls and emails) and “General Practice” questions (over 10% of the calls and emails).
- PAS continues to monitor the topic of AI and possible impact on practices; the topic has not been a popular topic.
- The topic of “Construction Contract Administration” accounted for 12% emails and calls handled.

Practice Advisory Newsletters (Bi-monthly)

With the assistance of Communications, PAS prepared six issues in 2025 (Jan., March, May, July, September, and November). The bi-monthly newsletters were emailed to an average of 7,941 recipients including architects, licensed technologists, interns and student associates. The ‘open rate’ for the six editions this year was close to 72%, slightly higher than what was observed in 2024.

RFP Reviews & Public Outreach

Key observations since January 1, 2025:

- Of the approximately 30 requests logged, about half involved reviewing RFPs and/or Supplementary Conditions submitted by OAA practices. The remaining requests came from client groups and often led to meetings between PAS and clients to discuss upcoming projects/RFPs, the role of OAA members, and key provisions of the *Architects Act*. These discussions can also result in planning or delivering education sessions (see below).
- No RFP Alerts were issued in 2025. The ongoing challenge remains the short window between when RFPs are brought to PAS’ attention and their closing dates, which often limits PAS’ ability to take effective action before deadlines.
- Most requests originated from municipalities, as well as school boards, colleges, and universities.
- Membership is also bringing forward RFP/RFIs dealing with catalogue design.
- PAS continues to support proactive initiatives, including updates to templates and best-practice resources. See “Special Operational Projects” for additional details.

Client Education/Public Outreach Efforts:

- To complement RFP Reviews, PAS has been proactive in educating client groups on recurring themes and issues identified through RFPs, Supplementary Conditions, and inquiries received via the Practice Hotline. Due to capacity and timing, one webinar was delivered in 2025: *Public Procurement: The OAA & Standard Form Contracts for Architectural Services* (November 20, 2025). The session was presented to a multi-client healthcare procurement group and attended by 63 participants, including project managers, procurement staff, and other management personnel. The webinar also created opportunities to engage in further dialogue with clients on topics such as optimizing RFPs for professional services and clarifying the role of the OAA as a regulator.

- On November 14, the Chair of CPEC invited the Manager, PAS, to provide a brief presentation outlining PAS's public outreach efforts as they relate to client groups.

Standards Access Program: CSA

As noted in the June 2025 mid-year report, PAS renegotiated a one (1) year contract, effective as of June 1, 2025 through May 31, 2026. The program remains largely unchanged; however, additional standards have occasionally been incorporated into to the [OAA-NBC/OBC Standards Collection](#), in response to feedback from membership, Practice Resource Committee, and emerging industry trends. Members continue to be kept informed of updates through messaging in Practice Advisory Newsletter, OAA News and standalone emails.

Each account held by a licensed member may represent up to an additional nine users. The number of users has increased by ~4% from 2024, currently standing at 580 users as of the end of December 2025. As renewal for 2025-2026 comes up in first quarter of 2026, PAS will account for this during the contract review exercise. This year will also mark the sixth anniversary of this program. PAS continues to monitor the program renewal rate, which currently stands at 60%. Although the number of accounts/users has decreased over the years, there has been an increase in product usage of 9% from 2024. Approximately 65% of the 191 available standards in the collection were accessed at least once in 2025.

The 5 most accessed standards in 2025 were:

- CSA B651:23 Accessible design for the built environment
- CSA B44:22 Safety code for elevators and escalators
- CSA A23.2:24 Concrete materials and methods of concrete construction / Test methods and standard practices for concrete
- CSA Z317.2:24 Special requirements for heating, ventilation, and air-conditioning (HVAC) systems in health care facilities
- CSA B149.1:25 Natural gas and propane installation code

Document Maintenance Program & Updates to Practice Tips

As reported in mid-year report (June 2025), PAS continues to work on implementing and refining processes to more effectively respond to legislative changes, identify gaps in best practices tools, as well as strategies for identifying needs and coordinating with other service areas which affects the documents maintained by PAS. The two document types being reviewed with the highest priority continue to be the Practice Tips and the OAA Contract Suite. This work will continue as part of overall review of the list of resources PAS oversees, including the internal library of resources, and documents published jointly with other organizations such as EABO, the OGCA, etc. This ongoing work will continue in 2026.

OBC 2024 Impacted Practice Tips: With the launch of OBC 2024, several Practice Tips required updates. In the second half of the year, [PT.19 ANSI/ASHRAE/IES 90.1-2013 – An Overview of the Energy Standard](#), [PT.36.2 OBC SB-10 Energy Efficiency Requirements – Prescriptive Compliance](#) and [PT. 36.3 OBC SB-12 Energy Efficiency for](#)

[Housing - Prescriptive Compliance](#) were revised and shared with members. PRC, Advisory Groups, and Pro-Demnity have also begun reviewing other impacted Practice Tips, including PT.38 (Durability) and PT.36.1 (Energy Modelling), with further updates to be reported to Council in 2026.

Minor Maintenance to [OAA Standard Extra Services Contract Change Form](#) as well as [PT. 28 \(Copyright\)](#): Refer to June 2025 Council memos for additional background on the updates.

Minor Maintenance to PT. 39.1 (RFP Language): A first phase of edits to [PT.39.1 Best Practices for Review of RFP Language and Supplementary Conditions to OAA 600 and Other Architectural Services Contracts](#) (including an adjustment to title) was completed (presented to Council in June 2025). Additional work is anticipated to continue in 2026, done in collaboration with Pro-Demnity. PRC has also discussed opportunity to review formatting for better usability. (See special projects section below.)

Other general updates: PAS continues to assess the impact of recent changes to Regulatory Notices, amendments to the *Construction Act*, updates to CCDC Construction Management contracts, and other related items. Please refer to the “Special Operational Projects” section below for further details.

Practice Consultation Services (PCS) Program: The OAA has the privilege of self-regulation and the [mandatory practice consultation questionnaire](#) is part of the process of allowing us to continue self-regulation. All certificate of practice (CoP) holders in Ontario, are required to complete the audit once every 10 years. As well, members who have received a CoP within the last year are also subject to the PCS. Some of the questions have a link to a Practice Tip or Regulatory Notice relevant to the question (or a section of CHOP), so the questionnaire serves as both an educational tool and supportive program for members to review their current practice (in relation to regulatory and business practices). The participation of the practice selected is part of continuous improvement and is essentially a ‘health-check’ to assist practices so they do not inadvertently breach regulatory matters.

Between January 2025 to December 2025:

- 167 practices were sent the questionnaire
- 9 practices did not complete it within the allotted timeframe of one month, resulting in follow-up emails and calls including the issuance of five non-compliance letters. All of these practices have now completed the exercise.
- A report was presented to PRC at the November 2025 meeting, titled *Practice Consultation Services Program – Report for Practice Resource Committee – September 1, 2024 to September 30, 2025*.
- The report noted above was also provided to Council as an attachment to the PRC Memo dated November 17, 2025.

In parallel to the monthly administration of the program, the team continues to advance various maintenance and administrative activities. These includes updating hyperlinks to refreshed resources (i.e. Regulatory Notices and OBC Impacted Practice Tips), adjusting policy documents, developing an operational manual, and planning and coordination efforts around the database migration from iMIS to EMS.

Creation and Participation in OAA Webinars – 2025:

As a key component of supporting member competency (aligned with OAA Strategic Priorities), PAS continued to collaborate closely with the Continuing Education team to identify and develop webinar topics and concepts. These ideas typically arise from discussions at the Practice Resource Committee, the release of new or updated OAA resources, and inquiries received through the Practice Hotline.

PAS also contributed support—over approximately half the year—to both the *Fundamentals of Running a Practice* course and the OAA Admission Course. This work included serving as subject matter experts during webinars, reviewing and curating resource lists for attendees, updating course materials annually, and providing general content support.

Update on Progress Toward Special Operational Activities or Projects

Updates to OAA/OGCA Document 100-2018 (Take-Over Procedures): As part the routine maintenance of joint documents, the OAA and OGCA finalized the proposed revisions to [Document 100](#). The updated version was released in early November 2025 through a joint press release. Minor maintenance has been planned to the 2025 version to reflect the *Construction Act* Changes (see below).

Architects Act Changes and Updates to Regulatory Notices: In response to changes to the *Architects Act*, PAS continues to collaborate with the Office of the Registrar to update OAA resources, including preparing a version of the OAA Contract Suite 2021 for use by Licensed Technologists (launch in early 2025). Following the release of the updated Regulatory Notices in January 2025, PAS—supported by PRC and the Office of the Registrar—has also been reviewing the resulting impacts on existing Practice Tips and initiating the necessary updates. This review and revision work will continue throughout 2026.

Updates to the *Construction Act*: With new legislation in effect on January 1, 2026, work has already begun 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, including Document 100-2025, will also require revisions to align with the legislative updates. In January 2026, [PT.10.3 \(Prompt Payment\)](#) and [PT.10.5 \(Interim Adjudication\)](#) were updated, with more edits to come. To support members, a dedicated landing page outlining the 2026 changes—[Construction Act: How the 2026 Updates Impact You and Your Contracts](#)—was launched in December 2025. PAS and the Continuing Education team have also begun planning potential webinars to help OAA members understand and prepare for these updates.

Advisory Groups and Participation in Public Consultations: With the assistance of an OAA Advisory Group and the Policy & Government Relations (PGR) team, a submission was completed in November 2025 for the [Consultation on OBC Changes to Support Construction of Rapid Transit Stations](#).

IO Supplementary Conditions to OAA 600-2021: Following the update to the membership in [May 2025 via the Practice Advisory Newsletter](#), IO proposed new clauses that would

introduce the concept of “consultant to act as the constructor”. In response, OAA/ACEC/ARIDO jointly submitted [a letter to IO](#) outlining their concerns. The OAA still awaits the release of the Supplementary Conditions.

Updated CCDC Contracts & Impact on PT. 23.0 Series - Ongoing: PAS continues to monitor the release of updated CCDC contracts and guides, anticipating the need to edit multiple Practice Tips and other resources.

With the launch of new CCDC construction management contracts back in June 2025, PAS worked closely with PRC and legal counsel to prepare an updated [PT. 23.2 CCDC Construction Management Contracts](#) which was reviewed by Council in November 2025. This is the first resources updated to reflect the new CCDC 5A, 5B and 17. The work will continue in 2026. The OAA also is monitoring the timing of the launch of the new [SignaSur](#) platform.

Refresh to OAA’s RFP and SofQ 2011 Templates (PRC’s 2025 Work Plan): Following the February 2025 meeting, PRC provided initial feedback on two OAA template resources originally published in 2011: [Model Procurement Document](#) (Request For Proposal) and [OAA Model Procurement Document](#) (Statement of Qualifications). This work was placed on hold due to a shift in project priorities. In the interim, staff will continue collaborating with PRC and Pro-Demnity to update [PT.39.1](#) and advance the review of the recently launched [CDAO Procurement Guide](#).

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

Microsoft 365 Implementation Update: The PAS team continues to deepen its familiarity with Microsoft 365, actively testing new tools and refining internal processes. The PRC has also been successfully migrated to its new SharePoint site. In addition, PAS has leveraged Microsoft 365 technologies to support Advisory Group work throughout the year.

Action

None. For information only.

Attachments

none.

Memorandum

To: Council

William (Ted) Wilson	Loloa Alkasawat
Donald Ardiel	J. William Birdsell
Jim Butticci	Andrew Chau
Kimberly Fawcett-Smith	Natasha Krickhan
Jenny Lafrance	Michelle Longlade
Lara McKendrick	Elaine Mintz
Deo Paquette	Angela Panacci
Anna Richter	Nicola Russo
Kristiana Schuhmann	Susan Speigel
Settimo Vilardi	Edward (Ted) Watson
Thomas Yeung	

FOR COUNCIL MEETING
January 22, 2026
(open)
ITEM: 7.2

From: Melanie Walsh, Manager Finance

Date: January 8, 2026

Subject: Conference 2026 Update

Objective: To provide Council with an update on Conference 2026 to be held in May, 2026 and present the proposed format and schedule of events for approval

This memo provides a brief update on planning regarding the OAA's annual Conference, which will be held in Kitchener-Waterloo from May 13 to 15, 2026. It includes information on off-site venues for events taking place away from Bingeman's convention centre, as well as discussion on budgets and sponsorship.

Off-site Venues

Joint Local Society and OAA Opening Party

The Grand Valley Society of Architects (GVSA) will host the Opening Party in cooperation with the OAA on Wednesday night of Conference. In collaboration with the GVSA the **Hacienda Sereda** has been selected as the venue. The entire venue has been booked for the Opening Party including the gardens if weather permits.

Celebration of Excellence and Archifête

Scheduled to start at the conclusion of continuing education sessions held at Bingemans Convention Centre on Thursday, **Tapestry Hall** in the Gaslight District is the location for this year's Celebration of Excellence and Archifête. The entire venue has been secured, including space in the courtyard, weather permitting.

2026 Conference Budget

Both OAA staff and MCC Event Planners are dedicated to negotiating and entering into the necessary contractual arrangement within the approved Conference budget for 2026. Considerable attention is being paid to the budget and historical expectations to ensure registrants have the best experience possible. Most contracts have now been signed.

2026 Sponsorship

The 2026 sponsorship sales campaign began at the end of October 2025. To date, sponsorship commitments are \$116,500, and payments of \$132,797.60 have been received today against an aggressive budget of \$350,000.

Keynote Speaker

Colin Ellard, a cognitive neuroscientist at the University of Waterloo and director of its Urban Realities Laboratory, was approved as this year's Keynote Speaker. The Keynote Presentation will kick off the launch of registration on March 23.

Communication and Registration

As we move into 2026, communication to members will ramp up as well as details on the OAA Website. OAA Staff are currently working on updating the Conference registration site and individual event scanning solution. It is anticipated that registration will begin the week of March 23.

Action

None. For information only.

Attachments

None.