

Ontario Association of Architects

Meeting #296 Open

MINUTES

December 6, 2024

The two hundred and ninety sixth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Friday December 6, 2024 at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario and virtually via Zoom.

Present:	Settimo Vilardi	President
	Ted Wilson	Senior Vice President and Treasurer
	Lara McKendrick	Vice President
	Kristiana Schuhmann	Vice President
	Susan Speigel	Vice President
	Loloa Alkasawat	Councillor
	J. William Birdsell	Councillor (<i>virtual</i>)
	Jim Butticci	Lieutenant Governor in Council Appointee (<i>virtual</i>)
	Christina Karney	Councillor
	Jenny Lafrance	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Greg Redden	Councillor
	Anna Richter	Councillor
	Ted Watson	Councillor
	Thomas Yeung	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
	Erik Missio	Communications Manager (<i>virtual</i>)
Regrets:	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee
	Natasha Krickhan	Councillor
	Marek Zawadzki	Councillor (<i>virtual</i>)
Guests:	Donald Ardiel	Incoming Councillor
	Deo Paquette	Incoming Councillor (<i>virtual</i>)
	Joe Lobko	Professional Advisor for OAA Landscape Design Project (<i>part attendance</i>)
	Kathy Armbrust	COO
	Melanie Walsh	Manager, Finance (<i>part attendance</i>)

The President called the meeting to order at 11:20 a.m.

The President noted that a land acknowledgement titled *Indigenous Architecture with Alfred Waugh / From Earth to Sky* would be shared with Council as an acknowledgement and recognition of the Indigenous land and its people.

The President welcomed staff and members in attendance at the meeting. Incoming Councillors Donald Ardiel and Deo Paquette were congratulated on their election and welcomed to the meeting.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

AGENDA APPROVAL

9818. The President reported that the item regarding appointments to the Interns Committee has been deferred and removed from the agenda.

It was moved by Mintz and seconded by Longlade that the agenda for the December 6, 2024 open meeting be approved as amended.

-- CARRIED

APPROVAL OF MINUTES

9819. *Reference Material Reviewed:* Draft minutes of the September 19, 2024 Open Council meeting.

The draft minutes of the September 19, 2024 Open Council meeting were reviewed.

The following amendments were suggested by a member of Council.

On page 1 of 10 of the minutes the word "Architects" was spelled incorrectly and should read:

Ana-Francisca de la Mora Chair, Toronto Society of Architects

On page 8 of 10 that the paragraph below:

A member of Council stated that the CACB should consider an appropriate appointment system for members to its writing committee to ensure transparency to the members through ROAC. It is important as this is how programs are now evaluated

Doyle responded that CACB will be providing a report to ROAC at its October meeting where the question can be asked. It was noted that it is an approval process for appointment.

The Councillor suggested that the application process for the committee be the same as that for Directors.

be replaced with:

A Councillor requested that, at the upcoming ROAC meeting, the OAA propose that ROAC require greater transparency of the process of appointing members to the CACB writing committee, which is assembled to draft the terms of accreditation for architecture schools in Canada every 4-5 years; and, that it consider a transparent process whereby CACB members (ROAC and CCUSA) nominate appointees directly to the CACB Writing Committee."

The Councillor suggested that the application process for the writing committee be the similar to that for Directors.

On page 8 of 10 under the report from the Registrar, before "The report was noted for information." Add:

A Councillor commented on the reducing ratio of certificates of practice issued to the number of new licenses; that is, it appears that far fewer new firms are being established despite the growing number of newly licensed architects.

The Councillor suggested that the application process for the committee be the same as that for Directors.

It was moved by Richter and seconded by McKendrick that the minutes of the September 19, 2024 Open Council meeting be approved as amended.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9820. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9821. OAA Draft 2025 Operating and Capital Budget (*oral*)

The draft 2025 Operating and Capital Budget was reviewed by Council.

It was moved by Wilson and seconded by Butticci that Council approve the 2025 draft operating and capital budgets as presented on December 6, 2024.

-- CARRIED

9822. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated November 24, 2024 re. Amendment to OAA Bylaws and Schedule A to the Bylaws and attached supporting documentation. **(APPENDIX 'A')**

Doyle reported.

A member of Council noted a minor error in the date of the memorandum which should read November 24, 2024.

It was moved by Wilson and seconded by Speigel that Council amend the OAA Bylaw to add to section 7. Duties of Members of Council the following: (m) comply with all applicable workplace laws and policies.

-- CARRIED

It was moved by Wilson and seconded by McKendrick that Schedule A to the OAA Bylaws be approved as circulated reflecting an increase in fees of 2.7% for 2025.

-- CARRIED

9823. Appointments to Complaints Committee (*oral*)

The report was reviewed by Council.

It was moved by Richter and seconded by Redden that Council approve the reappointment of Ibrahim El-Hajj and Tzoliné Ternamaian to the Complaints Committee for a three-year term, effective January 1, 2025

-- CARRIED

It was moved by Richter and seconded by Redden that Council approve the appointment of Giulia Qejvani and Limor Benmor-Mizrahi to the Complaints Committee for a three-year term, effective January 1, 2025.

-- CARRIED

It was moved by Redden and seconded by McKendrick that Council approve the reappointment of Toon Dreesen for a one-year term as Chair of the Complaints Committee for 2025.

-- CARRIED

9823. Appointments to Discipline Committee (*oral*)

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

It was moved by Birdsell and seconded by Longlade that Council approve the reappointment of Adam Thom, Izabela Kazanczuk, James Anderson, Peter Turner and Vincent Alcaide to the Discipline Committee for a 3-year term, effective January 1, 2025.

-- CARRIED

9824. Appointments to Experience Requirements Committee (*oral*)

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

It was moved by Richter and seconded by Longlade that Council approve the appointment of Christopher Montgomery and reappointment of Emily Webster Mason to the Experience Requirements Committee for a three-year term.

-- CARRIED

9825. Appointments to Registration Committee (*oral*)

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

It was moved by Birdsell and seconded by Mintz that Council approve the appointment of Ryan Cyrus and the reappointment of Christopher Montgomery to the Registration Committee for a 3-year term, effective January 1, 2025

-- CARRIED

9826. Appointments to Policy Advisory Coordination Team (PACT) (*oral*)

Vice President Speigel reported.

It was moved by Speigel and seconded by Mintz that Council approve the appointment of Mary Ellen Lynch and Sara Jordao to the Policy Advisory Coordination Team for a 3-year term, effective January 1, 2025.

-- CARRIED

9827. Appointments to Practice Resource Committee (PRC) (*oral*)

Vice President Schuhmann reported.

It was moved by Schuhmann and seconded by Longlade that Council approve the re-appointment of John Ciarmela for a second 3-year term and the appointment of Heather Asquith and Tamara Hains for a 3-year term to the Practice Resource Committee effective January 1, 2025.

-- CARRIED

9828. *Reference Materials Reviewed:* Memorandum from Registrar, Christie Mills dated November 14, 2024 re. Appointment of Life Members. (**APPENDIX 'B'**)

Mills reported.

It was moved by Longlade and seconded by Redden that the following Architects be appointed Life Members:

**Pier Paolo Alberghini
Kwok C. Au
Robert E. Barnett**

**Hans D.E. Krause
Barry H. Martin
J. David McAuley**

Raymond Waiman Chung	Gordon A. Mezzomo
Shaun Douglas Clancey	Riccardo G. Mocellin
Richard O. Coombs	W. Michael Muller
Robert J. Crothers	Peter Pascaris
Elizabeth Davidson	Anthony B. Pearson
Daniel N.K. Gaito	Trevor Pereira
D. Brian Gregersen	Stephen Propst
G. Michael Grunsky	David C. Rich
William F. Heartwell	Eric J. Ritchie
Jurgen H. Henze	Gordon B. Robinson
Bruce R. Hinds	Edward Russell
Jon F. Hobbs	Viateur C. St. Pierre
Charles Ip	Eric C. Wormsbecker
Harold Kelman	

-- CARRIED

9829. *Reference Materials Reviewed:* Memorandum from Registrar, Christie Mills dated November 14, 2024 re. Recognition of Architects of Long Standing. (**APPENDIX 'D'**)

Mills reported

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

Joseph Somfay	Slobodan Vlahovich
Aleksandar Milenov	Denis G. Rioux
Peter F. Turner	Charles G. Bunker

-- CARRIED

9830. *Reference Materials Reviewed:* Memorandum from Continuing Education Advisory Committee dated November 27, 2024 re. Report on the Call for Presenters for the OAA Conference 2025 and attached background information. (**APPENDIX 'D'**)

A member of Council enquired as to whether experiential learning will be included in the roster.

It was noted that the list includes experiential learning, however recreational tours will no longer be offered. The focus is on structured learning.

It was suggested by a Councillor that the roster is of high quality content, notwithstanding the reduction in the number of courses offered.

It was moved by Karney and seconded by Watson that Council approve the proposed roster of Continuing Education for the OAA Conference 2025 as recommended by the Continuing Education Advisory Committee subject to minor changes based on speaker availability and budget.

-- CARRIED

9831. *Reference Materials Reviewed:* Memorandum from Vice President, Lara McKendrick dated November 14, 2024 re. OAA 2025 Conference: Virtual Keynote Recommendation and attached background information. (**APPENDIX 'E'**)

Vice President McKendrick reported.

It was moved by McKendrick and seconded by Mintz that Council approve the Communications Committee's recommendation of Larry Beasley as the virtual keynote speaker to kick off 2025 Conference registration.

-- CARRIED

9832. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated November 22, 2024 re. Policy Enforcement – Use of Designation ‘OAA’ and attached supporting documentation. **(APPENDIX ‘F’)**

Doyle reported that there is a minor amendment suggested to the policy where the OAA is ‘consenting’ to use of the official mark, replacing ‘licensing’. This change was noted by members of Council.

It was moved by McKendrick and seconded by Longlade the Council direct to the Executive Director to enforce the Council Policy – Use of the Designation OAA and minor amendment as recommended to Council in the report from the Executive Director dated November 22, 2024

-- CARRIED

9833. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated November 22, 2024 re. Delegation of Authority Policy and attached supporting documentation. **(APPENDIX ‘G’)**

Doyle reported that the policy is one of the final outstanding recommendations of the 2021 operational review recommendations. A question was posed as to whether there was a contradiction between the signing authorities and the authority to authorize expenses. Doyle noted that the banking authorities are directly related to the signing of cheques and authorizing e-payments for release. Authorizing expenditures entails approval to move forward with a specific purchase expense. Doyle added that the OAA has moved further finance elements over to an on-line process as a result of the postal strike. This had been contemplated for 2025 regardless.

A Councillor noted that the policy is presented well in placing all of the authorities and processes into a single document.

It was moved by Mintz and seconded by Longlade that Council approve the Council Policy – Delegation of Authority as presented to Council on December 6, 2024.

-- CARRIED

9834. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills dated November 19, 2024 re. Updated Regulatory Notices and attached supporting documentation. **(APPENDIX ‘H’)**

Mills reported.

A Councillor enquired as to the reason the reference to trust provisions was removed from RN4.

Mills responded the Regulatory Notices have been updated to focus on the OAA’s jurisdiction and authority and content that ties directly to the professional obligations in the Act or regs. Legal counsel recommended that any content outside of the OAA’ authority should be removed.

The Councillor requested data with respect to bankruptcies in 2018, and 2019 to 2024 from the Registrar.

Mills responded that she has no recall of a bankruptcy declared during her time with the OAA.

It was moved by Schuhmann and seconded by Speigel that Council approve the updates to the OAA Regulatory Notices and that they be published and issued for January 1, 2025.

-- CARRIED

9834. *Reference Material Reviewed:* Memorandum from the Governance Committee dated November 26, 2024 re. Updated Regulatory Notice RN.01 and Document Digital Authentication and attached background information. **(APPENDIX ‘I’)**

Mills reported.

A member of Council suggested on page 2 of the RN1 notice that “issued for construction” be added to the statement “addenda, and drawings accompanying change orders, change directives, and site instructions.”

A Council member noted that construction encompasses all of the items listed and therefore it should be implicit. The Council agreed to add those words for clarity.

It was moved by Wilson and seconded by Speigel that Council approve the update to Regulatory Notice RN.01 as presented and amended to Council on December 6, 2024.

-- CARRIED

9835. *Reference Material Reviewed:* Memorandum from Governance Committee dated November 11, 2024 re. Policy considerations re. Supervising Architect eligibility in the IAP and attached supporting documentation. **(APPENDIX ‘J’)**

A Councillor enquired as to whether it is possible for an Intern Architect to gain all of their experience in the employ of a limited licence holder.

Mills responded that if an Intern Architect completes their experience under a limited licence holder they could meet diversification requirement as there only needs to be experience in two occupancies which is possible within that context.

A Council member enquired as to how experience is gained under the supervision of a limited licence holder.

Mills responded that limited licence holders could supervise experience under the terms and scope of their own practice.

The President agreed to call the question, however noted there were considerable discussion that could be addressed through additional information provided to Council. It was suggested that Governance Committee be asked to respond further to those questions.

It was moved by Longlade and seconded by Schuhmann that Council approve the recommendation from the Governance Committee to allow limited licence holders to be eligible to act as Supervising Architects in the Internship in Architecture Program.

-- DEFEATED (6 in favour, 9 opposed)

Action: Noting the questions that arose, Governance Committee was directed by Council to review the eligibility of Supervising Architects in the IAP and provide its recommendations to Council at its January 23, 2025 meeting.

Council broke at 12:10 p.m. for lunch and resumed at 12:50 p.m.

9836. *Reference Material Reviewed:* Memorandum from Deputy Registrar, Claire Hepburn dated October 23, 2024 re. Consideration of Toronto Society of Architects Delegation Request - Amendment to Learning Category for Continuing Education (ConEd) Program and attached supporting documentation. **(APPENDIX ‘K’)**

The report was reviewed by Council.

It was moved by Alkasawat and seconded by Longlade that Council approve the Expansion of the definition of In-Person Learning, under the Structured Learning hours for the OAA’s ConEd Program, to include tours offered by OAA Local Architectural Societies.

-- CARRIED

Doyle noted that OAA staff will communicate Council's decision with the Society Chairs.

9837. *Reference Material Reviewed:* Memorandum from the Governance Committee dated November 25, 2024 re. Respectful Work Policy for Members of Council and attached supporting documentation. **(APPENDIX 'L')**

Council reviewed the report.

It was moved by Speigel and seconded by Longlade that Council approve the updates to the Respectful Work Policy for Members as presented to Council on December 6, 2024.

-- CARRIED

9838. *Reference Material Reviewed:* Memorandum from the Governance Committee dated November 25, 2024 re. Compliance with Duties of Members of Council and attached supporting documentation. **(APPENDIX 'M')**

Council reviewed the report.

A Council member enquired as to the reason that a formal investigation would only go to Executive Committee as opposed to informal.

Armbrust responded that confidentiality is paramount in such investigations. In cases of an informal investigation, a resolution is typically found between the two parties.

It was moved by Speigel and seconded by Longlade that Council approve the updates to the Respectful Work Policy for Members of Council as presented to Council on December 6, 2024.

-- CARRIED

ITEMS FOR DISCUSSION

9839. There were no items for discussion.

EXECUTIVE COMMITTEE REPORTS

9840. *Reference Material Reviewed:* President's Activities for the months of September to December. **(APPENDIX 'N')**

The President reported that the local Society visits to date have been well received with two remaining.

A member of Council enquired as to what type of feedback has been received to date.

The President responded that there was positive feedback with the in person connection.

A Councillor noted that they also received positive feedback from the Society Chairs.

It was noted that Sudbury in particular had a large number of interns and students in attendance.

The report was noted for information.

9841. *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated November 26, 2024 re. Executive Director Report to Council. **(APPENDIX 'O')**

A Councillor suggested that consideration be made to include staff names on the website.

Doyle responded that staff may request that their picture is not added to the website. Due to previous issues which Council is aware of, not all staff may be viewed.

The report was noted for information.

9842. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills re. Office of the Registrar Statistical Report to Council for the period September 4 to November 19, 2024. **(APPENDIX 'P')**

The report was noted for information.

9843. *Reference Material Reviewed:* Memorandum from Communications and Public Education Committee (CPEC) dated November 14, 2024 re. CPEC Updates. **(APPENDIX 'Q')**

The report was noted for information.

9844. *Reference Material Reviewed:* Memorandum from Governance Committee dated November 25, 2024 re. Update from OAA Governance Committee. **(APPENDIX 'R')**

The report was noted for information.

9845. *Reference Material Reviewed:* Memorandum from OAA Building Committee dated November 20, 2024 re. Practice Resource Committee (PRC) Update. **(APPENDIX 'S')**

Professional Advisor for the OAA Landscape Design Project, Joe Lobko joined the meeting at 1:00 p.m. The President welcomed Lobko to the meeting.

Lobko made a presentation on the OAA Landscape Project to date and next steps. Lobko's detailed update and presentation was included in the Council package including the details of the refinements to the design.

It was reported by Lobko that the Construction Manager/General Contractor will be engaged shortly based on Council's approval. He and Armbrust have created a comprehensive tracking of the progress and list to summarize feedback received during the schematic design refinement. A series of meetings have been organized and are underway to ensure the project continues to move forward.

It was noted by Lobko that two minor variances are required. One pertains to parking, the other variance pertains to the erection of porous open grate bridge/driveway.

It was noted by Lobko that the site plan agreement did not require a TRCA permit in the process. The project is not classified as development and therefore should not require site plan approval.

A Councillor noted the undeveloped mound in the back of the building and suggested that the school may be included to allow for an educational opportunity in its preservation or development.

It was noted by a member of Council that the AODA may not permit walking surfaces constructed of wood due to neck issues. The Councillor also noted that retention of funds for ongoing maintenance may be difficult and should be considered.

Clarification was requested by a Council member with regards to the accessible walkway as to whether it will be sloped slightly as well as employing the use of glycol loop to melt ice.

Lobko responded that the degree of slope will be discussed with the team. The use of glycol would need to be considered in the context of the budget.

A Councillor provided some commentary on the project;

- The pedestrian area from where parked to the front door is a deficit;
- Meadow Wall – concern that the height will make it difficult to read;
- Entrance Wall – appears to be an opportunity to dress up;
- Suggested that instead of losing 4 parking spaces from the north side, remove from south side, thereby allowing for an accessible pathway.

Lobko noted that with respect to the Exhibit Wall, the interpretations are meant to be on the rail. Suggestions will be brought back to the group.

It was noted by Lobko that the Project Manager, Ja Architecture has been a great collaboration as the group is talented and welcome to feedback.

It was suggested by a Council member that fixed seating may be a barrier and suggested an alternative.

Lobko responded that the possibility of moveable seating is being investigated.

The President thanked Lobko for his presentation.

Lobko left the meeting at 1:45 p.m.

9846. *Reference Material Reviewed:* Memorandum from Practice Resource Committee (PRC) dated September 4, 2024 re. Practice Resource Committee (PRC) Update. **(APPENDIX 'T')**

Doyle noted that PAS has been working with the Code advisory group in preparing an OAA response to the latest code consultation, as noted in the memo. The draft submission has been completed and will be circulated to Council for feedback. The deadline for submission is December 19.

The report was noted for information.

9847. *Reference Material Reviewed:* Memorandum from Vice President, Susan Speigel dated November 26, 2024 re. Update on the Policy Advisory Coordination Team's (PACT) work. **(APPENDIX 'U')**

The report was noted for information.

9848. *Reference Material Reviewed:* Memorandum from the Interns Committee dated November 21, 2024 re. Interns Committee - Update. **(APPENDIX 'V')**

The report was noted for information.

ITEMS FOR INFORMATION

9849. *Reference Material Reviewed:* Agendas from the Regulatory Organizations of Architecture in Canada (ROAC) meetings of October 18-19, 2024, Toronto. **(APPENDIX 'W')**

The report was noted for information.

9850. *Reference Material Reviewed:* Canadian Architectural Certification Board (CACB) Semi-annual report dated October 9, 2024. **(APPENDIX 'X')**

A member of Council remarked that the letter from CACB President, Lisa Landrum was well written and included positive suggestions.

The report was noted for information.

9852. *Reference Material Reviewed:* Memorandum from Vice President, Kristiana Schuhmann dated November 27, 2024 re. OAA Document Maintenance - Practice Tips Impacted by OBC 2024 and supporting background documentation. **(APPENDIX 'Y')**

The report was noted for information.

OTHER BUSINESS

9853. The President thanked outgoing Councillors Kamey and Redden on behalf of Council for their hard work and support during their tenure on Council and spoke about each one's accomplishments and reflecting on their time on Council.

DATE OF NEXT MEETING

9854. The next regular meeting of Council is Thursday January 23, 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 23, 2025 3:00 p.m. – 6:00 p.m. and Friday January 24, 2025 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

9855. **It was moved by Mintz and seconded by Redden that the meeting be adjourned at 1:50 p.m.**
-- CARRIED UNANIMOUSLY

President

Date