

Ontario Association of Architects

Meeting #294 Open

MINUTES

June 20, 2024

The two hundred and ninety fourth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday June 20, 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
	Jim Butticci	Lieutenant Governor in Council Appointee
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee (<i>virtual</i>)
	Christina Karney	Councillor
	Natasha Krickhan	Councillor
	Jenny Lafrance	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Elaine Mintz	Lieutenant Governor in Council Appointee
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	Anna Richter	Councillor
	Ted Watson	Councillor
	Marek Zawadzki	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
	Erik Missio	Manager, Communications
Regrets:	Thomas Yeung	Councillor
	Greg Redden	Councillor

The President called the meeting to order at 1:30 p.m.

The President noted that a land acknowledgement titled *Indigenous Art in Canada*, from National Geographic would be shared with Council as an acknowledgement and recognition of the Indigenous land and its people.

The President welcomed staff, members, and others in attendance at 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

9763. The President reported that no new items would be added to the agenda.

It was moved by Birdsell and seconded by Longlade that the agenda for the June 20, 2024 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

9764. *Reference Material Reviewed:* Draft minutes of the May 21, 2024 Open Council meeting.

The draft minutes of the May 21, 2024 Open Council meeting were reviewed.

A member of Council noted a typo on page 3, second last paragraph to change 'their' to 'there'.

It was moved by Mintz and seconded by Karney that the minutes of the May 21, 2024 Open Council meeting be approved as amended.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9765. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9766. Appointment of Representative to University of Toronto, John H. Daniels Faculty of Architecture, Landscape, and Design School Curriculum Committee. (*oral*)

Doyle reported that the candidates' applications were discussed in camera.

It was moved by Longlade and seconded by Mintz that Council approve the appointment of Jacek Gorka as OAA representative on the University of Toronto, John H. Daniels Faculty of Architect, Landscape and Design School Curriculum Committee for a three year term, effective September 2024.

-- CARRIED

9767. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated June 5, 2024 re. Amendment to OAA Bylaws, Schedule A and attached supporting documentation. **(APPENDIX 'A')**

Doyle reported that Council approved a change to the non-compliance fees at its May 21 meeting. The single fee of \$750 requires that the OAA Bylaws Schedule A be amended to reflect that decision. This Bylaw change is subject to ratification by the membership at the 2025 AGM, however is in effect pending that ratification.

It was moved by Butticci and seconded by McKendrick that Council approve the amended OAA Bylaw, Schedule A which reflects a single fee of \$750 for non-compliance with the Continuing Education Program, dated June 20, 2024.

-- CARRIED

9768. *Reference Materials Reviewed:* Memorandum from Deputy Registrar, Claire Hepburn and Registrar, Christie Mills dated June 4, 2024 re. New Consolidated Continuing Education Policy and attached supporting documentation. **(APPENDIX 'B')**

Mills reported.

A member of Council reported that the one major change to the ConEd policies which is reflected in the the consolidated policy is the elimination of proof of attendance for structured learning to be loaded at the time of recording on the transcript. This will no longer be required, however members will be required to keep their own copies of proof of attendance in the event they are audited. The greatly simplifies that process with respect to reporting hours.

A Council member enquired as to whether participation in the executive committee activities of a society will be eligible to report as structured hours and does it need to be addressed in this policy.

Doyle responded that the report from the Society Chairs meeting is being finalized and action items from that meeting will be addressed over the summer. If there is a decision to amend that policy, it may be added into the policy later.

Mills suggested that the active date on the policy in relation to those items that pertain to limited licences be held in abeyance until the date that the regulation be enacted.

It was moved by Birdsell and seconded by Alkasawat that Council approve the attached Continuing Education Policy, dated June 20, 2024 and sunset the former associated policies, amended to reflect that the date of issuance of those sections of the policy pertaining to limited licence be held in abeyance pending the related regulation amendment.

-- CARRIED

9769. *Reference Material Reviewed:* Memorandum from Communications and Public Education Committee (CPEC) dated June 6, 2024 re. SHIFT2025 Challenge Theme and attached supporting documentation. **(APPENDIX 'C')**

Vice President McKendrick reported on the proposed theme for SHIFT2025.

It was moved by McKendrick and seconded by Mintz that Council approve the SHIFT2025 Challenge theme as "Reshaping Communities".

-- CARRIED

ITEMS FOR DISCUSSION

9770. There were no items for discussion.

EXECUTIVE COMMITTEE REPORTS

9771. *Reference Material Reviewed:* President's Activities for the months of May-June **(APPENDIX 'D')**

The report was noted for information.

9772. *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated June 9, 2024 re. Executive Director Report to Council. **(APPENDIX 'E')**

A member of Council enquired when the report from the Society Chairs meeting is to be finalized.

Doyle responded that the report is currently being reviewed by the Society Chairs and Council Liaisons.

The Councillor noted the importance of supporting the societies and suggested that funding be increased as they improve awareness to the public. It was further suggested that where societies may have excess funds they could be returned to the OAA and put toward other public awareness and outreach initiatives.

The report was noted for information.

9773. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills re. Office of the Registrar Statistical Report to Council for the period January 1 to June 4, 2024. **(APPENDIX 'F')**

The report was noted for information.

9774. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Ted Wilson dated June 6, 2024 re. Unaudited Financial Statements for the Six Months Ending May 31, 2024 and attached supporting documentation. **(APPENDIX 'G')**

The Senior Vice President and Treasurer reported that the policy contingency now stands at \$24,476. The OAA is continuing to invest significantly in converting to Microsoft Office 365.

Doyle noted that the OAA holds a 15-18 month contract with the consultant that is working on the conversion adding that there will be a final capital expense for 2025 on December 1.

It was reported by the Senior Vice President and Treasurer that there has been a late upswing in revenue for Conference due to last minute registrations which may result in a small overall deficit. There is a more fulsome discussion planned over the summer regarding Conference and future planning.

Doyle noted that there will be some large scale policy discussions with respect to Conference, such as the amount of educational content, and the frequency of Conference.

A member of Council enquired as to the reason the policy contingency amount reported was somewhat low.

The Senior Vice President and Treasurer responded that the policy contingency started at \$120K for 2024 and since has taken into account all of the requests to Council. It was suggested that there could be a discussion with respect to increasing the contingency in future.

It was suggested by a member of Council that the Senior Vice President and Treasurer report on the remaining contingency after each funding request is granted in addition to when the next date is that funds are to be added to it.

Clarification was requested by a Councillor if funds from the reserve may be used to fund requests.

Doyle responded that the Operating Reserve is used at the discretion of Council to cover extraordinary expenses that cannot be covered by the annual operating budget. The Policy Contingency is intended for special projects or initiatives that Council may wish to take on however that have not been identified when the budget is approved. There is some concern that it is only June with only \$24,000 remaining. It was noted however that it is unlikely that the OAA would have capacity to take on any further projects into the fall.

It was suggested by a member of Council that there being some funding set aside going forward for public outreach and youth.

The report was noted for information.

9775. *Reference Material Reviewed:* Memorandum from Communications and Public Education Committee (CPEC) dated June 6, 2024 re. Committee Updates. **(APPENDIX 'H')**

The report was noted for information.

9776. *Reference Material Reviewed:* Memorandum from OAA Building Committee dated June 10, 2024 re. Update from Building Committee. **(APPENDIX 'I')**

Vice President McKendrick reported that the Presidents' Wall is undergoing a mockup, following which the schematic design will be finalized and presented to Council in September for final approval.

The report was noted for information.

9777. *Reference Material Reviewed:* Memorandum from Practice Resource Committee (PRC) dated June 7, 2024 re. Committee Updates. **(APPENDIX 'J')**

A member of Council suggested that Practice Tip 3 regarding the Matrix be reviewed to make it more user friendly.

A member of Council enquired as to whether the topic of cybersecurity for firms was being discussed by the Practice Resource Committee for discussion

It was noted by a Council member that firms are concerned with cybersecurity and would be a service to the members to provide some guidelines in case of an attack.

Doyle noted that from an education perspective a webinar is an option. It was acknowledged that the OAA is not able to offer IT advice. In general, however firms should have a business continuity plan, cyber insurance and/or an IT consultant.

It was suggested by a member of Council that sensitive data should be encrypted within the computer systems.

A Councillor suggested that Pro-Demnity should be developing policies for the data that holds member information.

Audet noted that a report on a hybrid setting was published two years back for the members. There may be some difficulty sharing universal guidelines in this area, since there is such great variation.

The report was noted for information.

9778. *Reference Material Reviewed:* Memorandum from Vice President, Susan Speigel dated June 10, 2024 re. Update on the Policy Advisory Coordination Team's (PACT) work. **(APPENDIX 'K')**

The report was noted for information.

9779. *Reference Material Reviewed:* Memorandum from the Interns Committee dated June 11, 2024 re. Committee Updates. **(APPENDIX 'L')**

A member of Council noted that the instructional videos for interns were a great idea to help educate them in the process.

The report was noted for information.

ITEMS FOR INFORMATION

9779. *Reference Material Reviewed:* Memorandum from Communications Manager, Erik Missio dated June 6, 2024 re. Mid-2024 Operational Plan Update: Communications. **(APPENDIX 'M')**

The report was noted for information.

9780. *Reference Material Reviewed:* Memorandum from Deputy Registrar, Claire Hepburn dated June 6, 2024 re. Semi-annual Update – Continuing Education Service Area. **(APPENDIX 'N')**

The report was noted for information.

9781. *Reference Material Reviewed:* Memorandum from Manager, Finance, Melanie Walsh dated June 6, 2024 re. Second Quarter Operational Plan Update. **(APPENDIX 'O')**

The report was noted for information.

9782. *Reference Material Reviewed:* Memorandum from Human Resources Manager, Kathy Armbrust dated June 10, 2024 re. Semi-annual Update from Human Resources & Administration. **(APPENDIX 'P')**

The report was noted for information.

9783. *Reference Material Reviewed:* Memorandum from Information Technology Manager, Abhishek Chaudhary dated June 20, 2024 re. Information Technology Service Area – Semi-annual Update. **(APPENDIX 'Q')**

The report was noted for information.

9784. *Reference Material Reviewed:* Memorandum from Manager, Policy and Government Relations, Sara Trotta dated June 10, 2024 re. Mid-Year Operational Plan Update: Policy and Government Relations and attached background information. **(APPENDIX 'R')**

The report was noted for information.

9785. *Reference Material Reviewed:* Memorandum from Manager, Practice Advisory Services, Mélisa Audet dated June 10, 2024 re. OAA Service Area Semi-Annual Updates – Practice Advisory Services. **(APPENDIX 'S')**

The report was noted for information.

9786. *Reference Material Reviewed:* Memorandum from Vice President, Susan Speigel dated June 12, 2024 re. Quality in Canada's Built Environment QBE – a Social Sciences and Humanities Research Council (SSHRC) Research Partnership on Quality in Canada's Built Environment – Update and attached background information. **(APPENDIX 'T')**

The report was noted for information.

OTHER BUSINESS

9787. A member of Council enquired as to whether it would be an option to have the current Building Code continue to be available on e-laws up until the new one comes into effect.

Doyle responded that she will be in a meeting with the Director of the Buildings Branch at the Ministry of Municipal Affairs and Housing next week and will enquire with them.

A Council member suggested that for the planned video tour of the building, Ruth Cawker should be approached. A Councillor suggested less use of stock and building images.

A member of Council offered their appreciation to Practice Advisory Services for their work on obtaining complimentary access to the CSA documents.

DATE OF NEXT MEETING

9788. The next regular meeting of Council is Thursday September 18, 2024 at 9:30 a.m. at the OAA Headquarters, Toronto, Ontario.

ADJOURNMENT

9789. **It was moved by Longlade and seconded by Lafrance that the meeting be adjourned at 2:30 p.m.**

-- CARRIED UNANIMOUSLY

President

Date