

Ontario Association of Architects

Meeting #297 Open

MINUTES

January 23, 2025

The two hundred and ninety seventh meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday January 23, 2025 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
	Don Ardiel	Councillor
	J. William Birdsell	Councillor
	Jim Butticci	Lieutenant Governor in Council Appointee
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee (virtual)
	Natasha Krickhan	Councillor
	Jenny Lafrance	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor Ted Watson
	Councillor	
	Thomas Yeung	Councillor
	Marek Zawadzki	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
	Erik Missio	Manager, Communications

Regrets: Anna Richter Councillor

Guests: Bilqis Williams, Compliance Analyst, Office of the Fairness Commissioner

The President called the meeting to order at 1:05 p.m.

The President noted that a land acknowledgement titled *Headdress* by J.J. Neepin would be shared with Council as an acknowledgement and recognition of the Indigenous land and its people.

The President welcomed new members of Council, Donald Ardiel and Deo Paquette to their first meeting of Council. Welcomed back by the President for another term on Council were Jenny Lafrance, Susan Speigel and Ted Wilson.

The President congratulated Councillor Thomas Yeung on their nomination for the King Charles III Coronation Medal.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

AGENDA APPROVAL

9856. The President reported no new items would be added to the agenda.

It was moved by Butticci and seconded by Longlade that the agenda for the January 23, 2025 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

9857. *Reference Material Reviewed:* Draft minutes of the December 6, 2024 Open Council meeting.

The draft minutes of the December 6, 2024 Open Council meeting were reviewed.

A member of Council suggested on page 9, send paragraph from the bottom that the word "loop" be added after glycol.

It was moved by Mintz and seconded by Birdsell that the minutes of the December 6, 2024 Open Council meeting be approved as amended.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9858. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9859. OAA Election of Officers (*oral*)

Camelia Bostan, OAA Administrator Licence joined the meeting at 11:45 a.m.

The Registrar conducted the Election of Officers. The Registrar introduced two staff as scrutineers: Administrator, Licence and Registration, Camelia Bostan and COO, Kathy Armbrust for Council's confirmation.

The scrutineers for the election were confirmed by Council.

Mills reported that the position of President was acclaimed by Ted Wilson and the position of Senior Vice President and Treasurer was acclaimed by Lara McKendrick.

Mills announced that the following members of Council were nominated to stand for election as Vice President: Anna Richter, Susan Speigel, and Thomas Yeung.

The candidates for Vice President each made a brief address to Council. The President read Councillor Richter's statement in their absence.

Mills conducted the election for Vice President.

Ballots were circulated and the virtual attendee emailed their vote to the Executive Assistant, Executive Services and receipt was confirmed by the scrutineers

Mills announced that Speigel and Yeung each received the majority of votes and as such announced that they had been elected to the positions of Vice President.

Mills noted that the Chair, Settimo Vilardi expressed their interest to serve on the Executive Committee.

Ballots were circulated and receipt was confirmed by the scrutineers.

Mills noted that LGICs are not permitted to vote on this position as outlined in the legislation.

Council voted to approve the appointment of Settimo Vilardi serve on the Executive Committee as Immediate Past President.

Mills and Council congratulated the members of Executive for 2025.

Bostan left the meeting at 1:25 p.m.

9860. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 13, 2025 re. 2025 Canadian Architectural Certification Board (CACB) Budget and attached supporting documentation. **(APPENDIX 'A')**

Doyle reported.

It was moved by Longlade and second by Schuhmann that Council approve the 2025 CACB budget version 3 as presented to Council on January 23, 2025.

-- CARRIED

9861. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 13, 2025 re. Amendments to OAA Bylaws and Schedule A and attached supporting documentation. **(APPENDIX 'B')**

Doyle reported.

It was moved by Wilson and seconded by Paquette that the proposed amendments to the OAA Bylaws and Schedule A under the OAA Bylaws be approved as circulated reflecting the inclusion of holders of a Limited Licence and Intern Technologists.

-- CARRIED

9862. *Reference Materials Reviewed:* Memorandum from Vice President and PRC Chair, Kristiana Schuhmann dated January 6, 2025 re. Minor Updates to Practice Tip PT. 23.6 Design-Build: CCDC 14-2013 and PT. 23.7 Design-Build: CCDC 15-2013 and attached supporting documentation. **(APPENDIX 'C')**

Schuhmann reported.

It was moved by Schuhmann and seconded by McKendrick that Council to endorse the revised OAA Practice Tip PT. 23.6 Design-Build: CCDC 14-2013 and PT. 23.7 Design-Build: CCDC 15-2013 as presented to Council on January 23, 2025.

-- CARRIED

ITEMS FOR DISCUSSION

9863. There were no items for discussion.

EXECUTIVE COMMITTEE REPORTS

9864. *Reference Material Reviewed:* President's Activities for the months of December to January. **(APPENDIX 'D')**

The report was noted for information.

9865. Report from the Senior Vice President and Treasurer (*oral*)

The Senior Vice President and Treasurer reported that new OAA auditor, BDO will begin its audit on January 27. The Finance and Audit Committee will meet to review the audit on February 19 in advance of the March Council meeting.

It was noted by the Senior Vice President and Treasurer that this year's Budget is fulfilling its goals with respect to reserves in addition to paying down the mortgage. A fee increase of 2.7% has been applied to invoicing.

The update was noted for information.

9866. *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated January 23, 2025 re. Executive Director Report to Council. **(APPENDIX 'E')**

The report was noted for information.

9867. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills re. Office of the Registrar Statistical Report to Council – 2024 Year End Review. **(APPENDIX 'F')**

A Councillor enquired regarding the definition of a third-party service provider and in particular the review of experience by the Experience Requirements Committee. With conditions in place in the Fairness Commissioners Office clarification was requested whether this falls within compliance.

The Councillor suggested that clarification be provided as it relates to the Broadly Experienced Foreign Architect (BEFA) program under the CACB and whether it is considered a 'third party service provider' and requested if the Executive Director of CACB provides the required information for OFC reporting.

Mills responded that RIFC is completed annually, which is a survey that confirms the OAA's compliance to the OFC. Part of that process is gathering information and data from the CACB which is done every year.

The report was noted for information.

9868. *Reference Material Reviewed:* Memorandum from Communications and Public Education Committee (CPEC) dated January 10, 2025 re. Communication and Public Education Committee (CPEC) Updates. **(APPENDIX 'G')**

The report was noted for information.

9869. *Reference Material Reviewed:* Memorandum from Governance Committee dated January 13, 2025 re. Update from OAA Governance Committee. **(APPENDIX 'H')**

The report was noted for information.

9870. *Reference Material Reviewed:* Memorandum from OAA Professional Advisor, Joe Lobko dated January 14, 2025 re. OAA HQ Landscape Revitalization - Progress Report 2. **(APPENDIX 'I')**

A member of Council reported with respect to the Building Committee's activities noting there are several mockups for the President's Wall in the building if Council is interested in viewing.

A member of Council requested an update on the Landscape Design Project's accessibility design.

The Councillor referred Council to the detailed report that had been provided by Architect Joe Lobko and responded that the design continues to be a work in progress. The contractor has provided feedback and

the Committee is continuing to work with a professional accessibility consultant to ensure accessibility concerns are addressed.

The report was noted for information.

9871. *Reference Material Reviewed:* Memorandum from Practice Resource Committee (PRC) dated January 13, 2025 re. Practice Resource Committee (PRC) Update. **(APPENDIX 'J')**

The report was noted for information.

9872. *Reference Material Reviewed:* Memorandum from Vice President, Susan Speigel dated January 9, 2025 re. Update on the Policy Advisory Coordination Team's (PACT) work and attached background information. **(APPENDIX 'K')**

Speigel noted that it is being suggested to the Committee that the Altus report on the site plan approval process be reviewed and further determine how to disseminate the information.

The report was noted for information.

ITEMS FOR INFORMATION

9873. *Reference Material Reviewed:* Memorandum from Communications Manager, Erik Missio dated January 6, 2025 re. June-December 2024 Operational Plan Update: Communications. **(APPENDIX 'L')**

The report was noted for information.

9874. *Reference Material Reviewed:* Memorandum from Deputy Registrar, Claire Hepburn dated January 6, 2025 re. End of Year Update – Continuing Education Service Area. **(APPENDIX 'M')**

The report was noted for information.

9875. *Reference Material Reviewed:* Memorandum from Manager, Finance, Melanie Walsh dated January 6, 2025 re. Year-end Operational Plan Update. **(APPENDIX 'N')**

The report was noted for information.

9876. *Reference Material Reviewed:* Memorandum from Chief Operating Officer, Kathy Armbrust dated January 3, 2025 re. Semi-Annual Update from Operations & Administration. **(APPENDIX 'O')**

The report was noted for information

9877. *Reference Material Reviewed:* Memorandum from Information Technology Manager, Abhishek Chaudhary dated January 2, 2025 re. Information Technology service area – End of the year update. **(APPENDIX 'P')**

The report was noted for information

9878. *Reference Material Reviewed:* Memorandum from Chief Operating Officer, Kathy Armbrust dated January 3, 2025 re. 2024 End of Year Operational Plan Update: Policy and Government Relations. **(APPENDIX 'Q')**

The report was noted for information.

9879. *Reference Material Reviewed:* Memorandum from Manager, Practice Advisory Services (PAS), Mélisa Audet, dated January 14, 2025 re. OAA Service Area Semi-Annual Updates – Practice Advisory Services. **(APPENDIX ‘R’)**

The report was noted for information.

9880. *Reference Material Reviewed:* Memorandum from Manager, Finance, Melanie Walsh, dated January 10, 2025 re. Conference 2025 Update. **(APPENDIX ‘S’)**

A member of Council requested clarification with regards to the logistics between the two venues on the Thursday evening of Conference.

Missio confirmed that they were two separate events and that there will be a shuttle to transport the attendees between each.

The report was noted for information.

OTHER BUSINESS

9881. There was no other business.

DATE OF NEXT MEETING

9882. The next regular meeting of Council is Thursday March 6, 2025 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

ADJOURNMENT

9883. It was moved by Mintz and seconded by Longlade that the meeting be adjourned at 2:05 p.m.

-- CARRIED UNANIMOUSLY

President

Date