

Ontario Association of Architects

Meeting #260 Open

MINUTES

May 22, 2019

The two hundred and sixtieth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Wednesday May 22, 2019 at the Fairmont Chateau Frontenac, Quebec City, Quebec..

Present:	Kathleen Kurtin	President
	Walter Derhak	Senior Vice President and Treasurer
	Mélisa Audet	Vice President Regulatory
	Amir Azadeh	Vice President Communications
	J. Gordon Erskine	Vice President Strategic
	David Sin	Vice President, Practice
	Mazen Alkhaddam	Councillor
	J. William Birdsell	Councillor
	Jeremiah Gammond	Councillor
	Jeffrey Laberge	Councillor
	Agata Mancini	Councillor
	Wayne Medford	Lieutenant Governor in Council Appointee
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Sarah Murray	Councillor
	David C. Rich	Councillor
	Robert Sirman	Lieutenant Governor in Council Appointee
	Susan Speigel	Councillor
	Alberto Temprano	Councillor
	Magid Youssef	Councillor
	Nedra Brown	Registrar
	Kristi Doyle	Executive Director
	Tina Carfa	Executive Assistant, Executive Services
	Erik Missio	Manager, Communications
Regrets:	Barry Cline	Councillor
	John Stephenson	Immediate Past President

The President called the meeting to order at 1:00 pm

The Senior Vice President and Treasurer recited the following acknowledgement that the Council meeting was being held on indigenous land:

“Je tiens d’abord à souligner que les terres sur lesquelles nous sommes rassemblés font partie du territoire traditionnel autochtone non cédé.

Nous reconnaissons la nation Huronne-Wendat comme gardienne des terres et des eaux sur lesquelles nous nous réunissons aujourd’hui.

Québec ou Nionwentsïo est historiquement connue comme lieu de rassemblement pour plusieurs peuples des Premières Nations. Aujourd’hui, elle accueille une population diverse de peuples autochtones et autres peuples.

C’est dans le respect des liens avec le passé, le présent et l’avenir que nous reconnaissons les relations continues entre les Peuples Autochtones et autres peuple de la grande communauté de Québec.

I would like to begin by acknowledging that our event is taking place on unceded Indigenous lands.

The Huron-Wendat Nation is recognized as the custodians of the lands and waters on which we gather today.

Quebec City or Nionwentsio is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples.

We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the–Quebec City and our broader community.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

They were no conflicts of interest declared.

AGENDA APPROVAL

8708. The President noted that there were no new items to add to the agenda.

It was moved by Youssef and seconded by Gammond that the agenda be approved as circulated.
-- CARRIED

APPROVAL OF MINUTES

8709. *Reference Material Reviewed:* Draft minutes of the March 7, 2019 Open Council meeting.

The draft minutes of the March 7, 2019 Open Council meeting were reviewed.

A member of Council suggested that on page 8, third paragraph from the bottom that the wording be changed such that "...significant changes made to CCDC2" be changed to "...proposed changes made to CCDC2".

A Council member noted in the motion under minute number 8687 that the word "Association" was spelled incorrectly.

It was moved by Mintz and seconded by Birdsell that the minutes of the March 7, 2019 Open Council meeting be approved as amended.
-- CARRIED

BUSINESS ARISING FROM THE MINUTES

8710. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

8711. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated May 10, 2019 re. Canadian Architectural Licensing Authorities (CALA) – Revised Funding Agreement for the Canadian Architectural Certification Board (CACB) and attached background information. **(APPENDIX 'A')**

Doyle reported that the review of the funding agreement between CALA and CACB and the Canadian University Schools of Architecture (CCUSA) has been an ongoing process. A new funding agreement had been signed to more appropriately split the funding of accreditation and certification a few years ago. That agreement is set to expire shortly and a new agreement will need to be put in place. Further

changes now proposed are with respect to accreditation visits which are will now be budgeted fro at a a fixed amount going forward with accompanying guidelines with respect to expectations in advance for preparation for a visit.

It was noted by Doyle that based on the new agreement the funding amount is set for the next five years, however, a recommendation can be made to factor in cost of living. She noted that the President had raised this issue at the recent CALA meeting in Montreal.

It was moved by Youssef and seconded by Murray that Council accept the contents of the Funding Review Task Force report dated March 15, 2019 and agree that it be used as a basis for the new funding agreement for the Canadian Architectural Certification Board (CACB) between the Canadian Architectural Licensing Authorities (CALA) and Canadian Council of University Schools of Architecture (CCUSA).

-- CARRIED

It was agreed that the suggestion that the cost of living be considered in terms of the annual budgeted amount for the accreditation visits, however the OAA's approval not be subject to that change.

8712. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin dated May 10, 2019 re. Canadian Architectural Licensing Authorities – Proposed Amendments to the National Internship in Architecture Program and attached supporting documentation. **(APPENDIX 'B')**

The President recalled that the OAA had struck a task group in 2017 to review the Internship in Architecture Program (IAP). The task group forwarded its recommendations to the national CACB standing committee in the context of CALA's review of the IAP. The national committee has now completed its review and recommended amendments to the IAP are contained in the report to the CALA members. It was noted that most of the OAA's recommendations are being recommended for acceptance by the national committee.

The President noted that one of the major changes has been to allow for recognition of experience pre-graduation. The other key change is the broadening of the definitions of areas where an intern may gain experience. It was noted that the IAP is a national program and acceptance of all the architectural regulators is needed in order to approve the changes before they may take effect. It was noted however that individual CALA members may make changes specific to their own jurisdiction which would be set out in Appedix B to the IAP. It was noted that OAA Council has seen this as a priority item and may wish to implement some changes immediately in Ontario.

Doyle cautioned that if changes are made that are not accepted nationally, reciprocity may be affected and/or the mobility of interns across Canada.

It was noted by Doyle that the changes to be implemented in Ontario would need to be set out in Appendix B attached to the IAP. A message to students in Ontario would clarify the changes and advise that they may only be in effect in Ontario until all regulators approve them, again stressing that this may affect mobility as an intern, or recognition of hours in other provinces/territories

Brown suggested that the OAA can implement a specific change now, which would be easy to communicate to interns and leave all of the wording changes to when the full IAP is amended. She noted that the response to the proposed changes nationally has been very positive.

There was some discussion regarding additional wording changes, or 'tweaking' that Council members may wish to suggest. There was also a question as to how other more substantial changes might be considered or forwarded to the national level.

Doyle indicated that any suggested wording changes may be collected and then forwarded onto the national committee. She urged Council however to consider the proposed changes as presented and in

an effort to move this ahead, given that so many parties must reach a consensus for this to be approved, that we consider whether we can approve what is being recommended now knowing that the IAP needs to be fluid and further changes can be contemplated in another few years

It was suggested by the President that the Practice Review Committee and Interns Committee could discuss further changes on an ongoing basis for consideration during the next round of review of the IAP.

A Council member suggested that in regards to Appendix B that the discretionary hours could fit in any category.

Brown recalled that interns hours required were 5600 in the past of which 1800 were for discretionary hours which included student hours and volunteerism. That was later removed with a focus on core hours only.

Council agreed that the IAP is a dynamic and fluid document. A request for implementation now may be made since additions to the process may result in significant delays. It was agreed that consideration of further changes could be made in the next round of review.

A member of Council expressed some concern with discretionary hours including volunteerism since it may result in abuse with respect to unpaid internship.

The President suggested that the hours gained as a student are important since those who have office experience improves their work as a student when they return in the fall.

A Council member suggested that volunteerism could be included as an appendix in the IAP.

It was noted by the President the importance of the student going through the process that they generate high quality work.

The council agreed that they wished to implement recognition of hours gained while a student should be immediate.

Doyle expressed that staff will need time to implement this change from an operations perspective and that detailed communications will also be needed. She reiterated that for the present time this would only apply to those student that are in school and planning on becoming licensed in Ontario. There may be no point in having an individual track their experience gained while a student if only to move back to another jurisdiction where those hours would not count.

Brown noted that it is important to consider that students are currently not included in the on-line Canadian Experience Record Book (CERB) and that online software would need to be updated, requiring budget and time

It was moved by Alkhaddam and seconded by Murray that the proposed amendments to the Internship in Architecture Program (IAP) as recommended by the Canadian Architectural Certification Board (CACB) national standing committee be approved, and, that the OAA move to implement the recommendation to accept and assess experience gained by recognized students effective July 1, 2019.

--- CARRIED (1 abstention)

8713. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin dated May 14, 2019 re. OAA Council Priorities 2019 – Draft Terms of Reference Continuum Education Committee and attached supporting documentation. **(APPENDIX ‘C’)**

The President reminded that from the Council Priority Planning Session a list of priorities were established where Continuing Education (ConEd) was noted as a high priority.

A member of Council suggested that there is a need to improve the relationship with the schools of architecture.

The President responded that the Interns Committee includes school representatives and that the committee is working on a specific initiative with the schools

It was suggested by a member of Council that the proposed terms of reference for the new committee does not tie back to ConEd and its requirements.

A Council member noted that the terms of reference indicates three-year terms, however, Councillor terms may vary.

Doyle noted that the terms of reference will be amended to reflect the terms of Councillors which are appointed or renewed on an annual basis.

It was suggested by a member of Council that it is important to ensure that in sunsetting the existing committee that no important aspects are lost in the transition.

Doyle noted that the current ConEd Committee is specific and focused on ConEd aspects of OAA Conference. It meets on an as needed basis and the roster consists solely of members of Council.

A Council member noted that it is important to clarify that the duties of the current committee are rolled into the new committee.

Doyle indicated that the Education Continuum Committee is taking a new approach. It is a standing committee and once constituted will be tasked to prioritize a number of initiatives annually.

It was suggested by a member of Council that a sub-committee be formed to liaise with schools and school boards.

A Council member noted that there is a risk that groups have good ideas and the new committee has a considerable mandate and that the appropriate time and resources need to be allocated. It was agreed, and stressed that prioritization will need to take place as well as consideration of what other resources are available.

It was moved by Laberge and seconded by Medford that OAA Council establish the Education Continuum Committee and that the roles and responsibilities of the OAA's Continuing Education Committee be assumed by the new committee.

-- CARRIED

It was moved by Speigel and seconded by Medford that the existing Continuing Education Committee be sunset effective immediately.

-- CARRIED

It was moved by Laberge and seconded by Mancini that the Terms of Reference for the new Education Continuum Committee be approved as amended.

-- CARRIED

Brown left the meeting at 12:05 p.m.

Council broke for lunch at 12:05 p.m. and resumed at 1:00 p.m.

It was noted by the President that reports from the Vice President Regulatory would be discussed next on the agenda.

EXECUTIVE COMMITTEE REPORTS

8714. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Mélisa Audet dated May 3, 2019 re. Vice President Regulatory Activities. **(APPENDIX 'D')**

The Vice President Regulatory reported.

It was highlighted by the Vice President Regulatory that there was a Toronto Society of Architects talk with CACB held on March 21.

The report was noted for information.

8715. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Mélisa Audet dated May 3, 2019 re. Activities under the Registrar – February 20, 2019 through May 3, 2019. **(APPENDIX 'E')**

The Vice President Regulatory reported.

It was noted by the Vice President Regulatory that she will be presenting the past year's membership and regulatory statistics at the Annual General Meeting this evening.

Audet left the meeting at 1:10 p.m.

8716. *Reference Material Reviewed:* Activities for the Months of March-May. **(APPENDIX 'F')**

The report was noted for information.

8717. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated May 14, 2019 re. Update on Activities of the Executive Director. **(APPENDIX 'G')**

The report was noted for information.

8718. *Reference Material Reviewed:* Memorandum from the OAA Building Committee dated May 13, 2019 re. Update from the OAA Building Committee. **(APPENDIX 'H')**

The President reported that we are awaiting the final building inspection and occupancy permit for the Headquarters. The occupancy review last Friday was not achieved. A few staff are able to work from the building however most staff continue to work remotely and service levels are being maintained

The report was noted for information.

8719. *Reference Material Reviewed:* Memorandum from OAA/ARIDO Joint Task Force dated May 13, 2019 re. Update from OAA/ARIDO Joint Task Force. **(APPENDIX 'I')**

The President reported that the work on the Task Force continues. There had been some discussion with respect to scope of practice which has been resolved and remains unchanged.

A Council member noted that there was a survey sent by ARIDO to its members on behalf of ProDem which is geared to collecting information about interior design firms, their services and the risk pool in order that an appropriate product and premium can be established.

It was noted by the Council member that at ARIDO's Town Hall some of its members expressed concern with respect to percentage of ownership noting that 51% of their interior design firm going forward would need to be owned by licensed interior designers.

A Council member expressed some concern that the scope is being focused solely on the exemption in the existing legislation and not what other services interior designers may provide.

The President responded that the proposed scope had always been the proposal on the table. It has been agreed at that very outset by all parties that this would not be expanded and was an appropriate scope of practice.

Doyle noted that the proposed scope is also consistent with what ARIDO had originally requested in their proposed Practice Act numerous times before.

A member of Council expressed some concern with messaging, noting the importance of the protection of public interest and the scope is there to do that.

The report was noted for information.

8720. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Walter Derhak dated May 2, 2019 re. Financial Statements for the Four Months Ended March 31, 2019 and attached supporting documentation. **(APPENDIX 'J')**

The Senior Vice President and Treasurer reported that membership fees are trending higher at the moment. There is an expected loss in the Conference as reported which is consistent with other years when conference is held outside of Toronto.

It was noted by the Senior Vice President and Treasurer that there has been a full utilization of the capital reserve with respect to the Headquarters' renovation.

The report was noted for information.

8721. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer and Interlocking Director Pro-Demnity Insurance Company, Walter Derhak dated May 2, 2019 re. Pro-Demnity Insurance Company – 2018 Summarized Financial Statements and attached supporting documentation. **(APPENDIX 'K')**

The Senior Vice President and Treasurer reported.

The report was noted for information.

8722. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer and Interlocking Director Pro-Demnity Insurance Company, Walter Derhak dated May 2, 2019 re. Pro-Demnity Insurance Company – Annual Appointment of Auditor and Actuary and attached supporting documentation. **(APPENDIX 'L')**

The Vice President and Treasurer reported.

A Council member enquired as to whether ProDem had some discussion in the past with respect to a process for choosing and recommending the Actuary. Is there a need to go out to market?

It was noted by the Senior Vice President and Treasurer that the issue had been discussed within the Finance and Audit Committee.

A member of Council suggested that if there are some questions with respect to the process followed in making an evaluation, concern may be fed back to ProDem for clarification through the interlocking directors or President.

It was moved by Erskine and seconded by Birdsell that Council approve and direct the President to vote in favour of the reappointment of the actuary and auditor for Pro-Demnity Insurance Company for 2019 at the upcoming annual meeting of the Shareholder.

-- CARRIED (1 opposed (Youssef))

8723. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer and Interlocking Director Pro-Demnity Insurance Company, Walter Derhak dated May 2, 2019 re. Pro-Demnity Insurance Company – By-law 2019 and attached supporting documentation. **(APPENDIX ‘M’)**

The Vice President and Treasurer reported.

A Council member enquired as to the reason for the change in the By-law.

Doyle responded that at the Council Priority Planning session in February, ProDem reported that there were two policies to put in place and therefore the by-law was amended to recognize those policies.

It was moved by Birdsell and seconded by Alkhaddam that Council approve and direct the President to vote in favour of the amendment to Pro-Demnity Insurance Company By-law 2019-1 at the upcoming meeting of the Shareholder.

-- CARRIED

8724. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Gordon Erskine dated May 10, 2019 re. Update on activities under the Vice President Strategic Portfolio. **(APPENDIX ‘N’)**

The Vice President Strategic reported.

The reported was noted for information.

8725. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated May 10, 2019 re. Update on Appeal of Harmonized Zoning By-law. **(APPENDIX ‘O’)**

The report was noted for information.

8726. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated May 12, 2019 re. Communications Committee Update and attached supporting documentation. **(APPENDIX ‘P’)**

The Vice President Communications reported that the Website programming the art design are in the refinement process. Content development will be starting up late fall to early winter. There will be an opportunity at this point for more assistance and feedback from other committees.

It was suggested by the Vice President Communications that the Council liaisons to the committees arrange or appoint a member from the committee to discuss and give feedback.

The Vice President Communications noted that the logo redesign is targeted to launch in 2020 in concert with the Website launch..

It was reported by the Vice President Communications that there have been changes made to the Committee to establish three mini-groups to focus on the following topics: the culture of volunteerism, BLOAAG, and podcasts.

The report was noted for information.

8725. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin dated May 10, 2019 re. Sustainable Built Environments Committee (SBEC) Update and attached supporting documentation. **(APPENDIX 'O')**

The President reported.

Doyle noted that SBEC is seeking support for a pledge from an organization which is similar to the 2030 Challenge supported by the OAA.

It was agreed by Council that the issue be tabled until the next meeting pending receipt of more detailed information on the nature of the pledge.

It was moved by Birdsell and seconded by Mintz that the request from the Sustainable Built Environments Committee (SBEC) to support of a Union International d'Architects (UIA) pledge to reduce carbon emissions be deferred pending receipt of additional information from the committee.

-- CARRIED

8728. *Reference Material Reviewed:* Memorandum from Vice President Practice, David Sin dated May 15, 2019 re. Practice Resources Committee (PRC) and Practice Advisory Services (PAS) Update and attached background information. **(APPENDIX 'R')**

The Vice President Practice reported that the Committee is seeking to garner more support for the promotion of environmental stewardship.

A member of Council suggested that PRC provide more detail to Council adding that the Committee may wish to liaise with SBEC on the issue.

A Council member indicated that Practice Tip 39.1 was very helpful on the topic of how to review RFP's and contract language. It may be beneficial to have further discussion with the societies on how to approach local clients. More resources should be taken on to assist the societies in their endeavours.

Doyle indicated that the Tip is intended for members to make informed decisions whether to accept the terms and conditions for RFP's. The notion of talking points is good however depends on the type of client in the discussion and therefore a standard set of talking points beyond what is in the bulletin may be difficult to achieve.

The report was noted for information.

8729. *Reference Material Reviewed:* Memorandum from Vice President Practice, David Sin dated May 13, 2019 re. OAA/Ontario General Contractors Association (OGCA) Best Practices Committee – Report on April 24, 2019 Meeting and attached background information. **(APPENDIX 'S')**

The Vice President Practice reported.

The report was noted for information.

ITEMS FOR DISCUSSION

8730. There were no items for discussion.

ITEMS FOR INFORMATION

8731. *Reference Material Reviewed:* Letter from OAA and OGCA to the Canadian Construction Association dated March 21, 2019 re. Review of draft CCDC2 – 2019 and attached background information. **(APPENDIX ‘T’)**

The letter was noted for information.

8732. *Reference Material Reviewed:* Letter from the Canadian Architectural Licensing Authorities (CALA) National Standing Committee to the McEwen School of Architecture dated March 10, 2019. **(APPENDIX ‘U’)**

The letter was noted for information.

8733. *Reference Material Reviewed:* Report from the Ontario Association for Applied Architectural Sciences (OAAAS) dated May 14, 2019. **(APPENDIX ‘V’)**

The report was noted for information.

8734. *Reference Material Reviewed:* Report from the Canadian Architectural Certification Board (CACB) to the Canadian Architectural Licensing Authorities (CALA) dated April 16, 2019. **(APPENDIX ‘W’)**

The report was noted for information

8735. *Reference Material Reviewed:* *Canadian Architect* article dated May 8, 2019 re An Architecture Policy for Canada. **(APPENDIX ‘X’)**

The article was noted for information

OTHER BUSINESS

8736. There was no other business.

DATE OF NEXT MEETING

8737. The next regular meeting of Council is Wednesday June 19, 2019 at 9:30 a.m. at the Westin Prince Hotel, 900 York Mills Road, Toronto, Ontario.

ADJOURNMENT

8738. **It was moved by Sin and seconded by Mancini that the meeting be adjourned at 2:20 p.m.**
-- CARRIED UNANIMOUSLY

President

Date