

Ontario Association of Architects

Meeting #268 Open

MINUTES

June 25, 2020

The two hundred and sixty eighth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday June 25, 2020 via Zoom.

Present:	Kathleen Kurtin	President
	Susan Speigel	Senior Vice President and Treasurer
	Amir Azadeh	Vice President Communications (<i>part attendance</i>)
	Agata Mancini	Vice President Education
	Paul Hastings	Vice President Regulatory
	Andrew Thomson	Vice President Strategic
	Settimo Vilardi	Vice President Practice
	J. William Birdsell	Councillor
	Donald Chen	Lieutenant Governor in Council Appointee
	Barry Cline	Councillor
	J. Gordon Erskine	Councillor
	Jeremiah Gammond	Councillor
	Natasha Krickhan	Councillor
	Jeffrey Laberge	Councillor (<i>part attendance</i>)
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Milda Miskinyte	Councillor
	Sarah Murray	Councillor (<i>part attendance</i>)
	David C. Rich	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
Regrets:	None	
Guests:	Marcia Cooper	Communications Specialist (<i>part attendance</i>)

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

The Vice President Strategic shared a video titled *Zaasaakwe* written and directed by Madison Thomas with Council as an acknowledgement and recognition by Council of the Indigenous land and its people.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

AGENDA APPROVAL

8978. The President noted that no items would be added to the agenda:

It was moved by Rich and seconded by Speigel that the agenda be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

8979. *Reference Material Reviewed:* Draft minutes of the May 27, 2020 Open Council meeting.

The draft minutes of the May 27, 2020 Open Council meeting were reviewed.

It was moved by Birdsell and seconded by Laberge that the minutes of the May 27, 2020 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

8980. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

8981. Appointments to the Practice Review Committee (*oral*)

The Vice President Practice reported.

It was moved by Vilardi and seconded by Erskine that Sandra Smith be appointed to the Practice Review Committee for a three-year term and Peggy Chiu be reappointed for a two-year term effective January 1, 2020.

-- CARRIED

8982. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills dated June 12, 2020 re. Canadian Architectural Licensing Authorities (CALA) – National Internship in Architecture Program and attached supporting documentation. **(APPENDIX ‘A’)**

Mills reported that additional revisions have been suggested to the Internship in Architecture Program (IAP) following feedback from the rest of the members of CALA, including the logging of student hours and the addition of categories. As noted the members jurisdictions of CALA are to implement the program in full by 2022.

Doyle noted that any further changes or improvements that might be recommended by Council may be considered for the next round of amendments. Interns who are new to the program effective January 1, 2021 will be subject to the new program and all existing interns will be required to follow it by July 2022 if they have not yet completed under the current program.

It was suggested by a member of Council that the sustainability component is non-separable from envelope research, suggesting that it be recommended that it be separated into other areas such as mechanical. Additionally the pandemic should be considered with respect to the reporting of site hours.

Mills responded that the accommodation has been made for site hours noting that they are working with the intern and supervising architect to recognize equivalency and accommodations are being made.

It was noted by a member of Council that the Professional Engineers Ontario (PEO) have shared concise communication with its members that video does not substitute responsibility. There is still a professional component to site review and photo or video may be used.

It was noted by Doyle that practice advice has been placed on the Website with respect to what is considered acceptable and/or best practices for site review.

It was moved by Krickhan and seconded by Laberge that Council approve the Internship in Architecture Program manual, draft version 5 dated May 13, 2020 with an implementation date of January 1, 2021 and full transition date of July 1, 2022.

-- CARRIED

8983. *Reference Material Reviewed:* Memorandum from Councillor, Natasha Krickhan, Past President and current Co-Chair of the OAA De-Colonization Working Group dated June 18, 2020 re. Interim Report to Council and attached supporting documentation. **(APPENDIX 'B')**

Councillor Krickhan reported the the Working Group is proposing three action items in its report to Council for consideration.

It was suggested by a member of Council that the request for a working group to address equity and diversity be deferred since it is currently being dealt with by Council reported in a separate agenda item later on in the meeting.

A member of Council requested further clarification in regards to the funding request of \$10,000 for student work on an environmental scan.

Krickhan responded that there is further detailed information regarding the scope of the work to be done may be provided adding that it would be preferred that the student be Indigenous.

Krickhan noted that there is an Indigenous elder database from which an established elder-in-residence would be drawn from to speak.

It was suggested by a number of Council members that there be more clarity around the student's roles and responsibilities including an outline of tasks that could then substantiate the budget ask.

A Council member suggested that further data collection is needed in advance of taking next steps in terms of the OAA's response to decolonization and reconciliation.

Lieutenant Governor in Council appointee (LGIC) Longlade expressed interest in participating in the working group.

Doyle enquired as to who would be responsible in providing the oversight and training to the student as well as where the student would be sourced from.

Krickhan suggested that the architecture school at Laurentian would be a preferred option and that she and the Senior Vice President and Treasurer would provide oversight and training of the student in accordance with an agreed to scope of employment.

A member of Council suggested that the report that is to be produced by the student be completed by the end of the summer for the September meeting.

Action: Council directed Council Krickhan, LGIC Longlade, and Senior Vice President and Treasurer Speigel to work with the De-Colonization Working Group to oversee submission of the final report to Council by the September meeting

It was moved by Mancini and seconded by Azadeh that a summer employment opportunity be created for an Indigenous student of architecture, preferably, to carry out an environmental scan including research of data and policies that other organizations have implemented in terms of De-Colonization with a budget of up to \$10,000 (estimated 300-400 hours at \$20-\$25/hr); and, that the final report prepared by the student be presented to the September meeting of Council

-- CARRIED

It was suggested by a member of Council that organization of the proposed training request be deferred to fall pending the details of the programs and status of the pandemic.

It was moved by Mancini and seconded by Longlade that Council approve an Indigenous cultural competency training day for OAA Councillors OAA Committee members, including members of

the OAA De-Colonization for Architecture Working Group and OAA staff, as outlined in the report dated June 18, 2020; and, that the final budget be prepared for approval at the September Council meeting.

-- CARRIED

Council broke for lunch at 12:45 p.m. and resumed at 1:20 p.m.

Krickhan noted that competency training for Council falls under a program offered to government employees through the Ministry of the Attorney General.

Krickhan noted that the training would be offered by an elder.

Doyle noted that funding for the event would be drawn from the policy contingency budget once the amount is identified

Action: Councillor Krickhan to work with staff to finalize the budget request for the training.

EXECUTIVE COMMITTEE REPORTS

8984. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated June 10, 2020 re. Communications Committee Update. **(APPENDIX 'C')**

The President reported that the next item in the agenda would be the update from the Vice President Communications.

The Vice President Communications reported that the official launch of the new OAA logo and Website will be held on Tuesday June 30 at 12:30 p.m.

It was noted by the Vice President Communications that for SHIFT, communications will be leveraging the platform to offer a mini-webinar series. The OAA Awards Ceremony will be a digital event scheduled for October 1 to be offered in a hybrid approach.

The report was noted for information.

8985. *Reference Material Reviewed:* Activities for the Months of May-June. **(APPENDIX 'D')**

The President reported that Carleton University's School of Architecture awards ceremony was held virtually via Zoom. Additionally she reported that she attended two virtual AGMs – Royal Architectural Institute of Canada (RAIC) and the Ontario Association of Landscape Architects (OALA). Both organizations referenced extending the terms of Councillors due to the current pandemic.

The report was noted for information.

8986. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated June 18, 2020 re. Update on Activities of the Executive Director. **(APPENDIX 'E')**

Doyle reported that she is preparing letters of congratulations to new industry counterparts at Ontario General Contractors Association (OGCA), Ontario Association of Certified Engineering Technicians and Technologists (OACETT), and Ontario Professional Planners Institute (OPPI).

It was noted by Doyle that the OAA AGM is scheduled to be held virtually on August 6 and have retained the technical assistance of A/V Canada. A technical rehearsal has been scheduled for July 22. A motion from the members regarding the digital seal has been received and will go forward for voting at the AGM. Any further motions to go to the AGM must be received by the deadline of June 29.

The report was noted for information.

8987. OAA Building Committee Update (*oral*)

The President reported that the permit is now ready for the completion of the fire glazing to replace the old fire shutters. Solar panels are going into the last stage of electrical hook-up and will be ready to go live in the next short while. Work on the mechanical system will be finalized in the next short while.

A member of Council enquired as to when the formal open house is planned.

The President responded that though it would be exciting to hold soon, the determination of the date will be dependent the pandemic.

The report was noted for information.

8988. *Reference Material Reviewed:* Memorandum from the Governance Committee dated June 15, 2020 re. Update on OAA Governance Committee activities. **(APPENDIX 'F')**

The President reported that the Councillor self-assessment survey is complete noting the areas of strong competency among existing Councillors as well as areas where additional strength would be useful. There will be five vacancies as of the end of the year and as part of the nominations; it is recommended that communications be sent to members noting specifically the areas where additional competency would be useful. The proposed communication piece will also explain the role and responsibilities of Council members in advance of someone considering running for Council.

The report was noted for information.

8989. OAA/Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group Update. (*oral*)

The President reported that discussions are currently in a holding pattern adding that the Task Group will convene at some point in the summer.

The report was noted for information.

8990. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Susan Speigel dated June 15, 2020 re. Financial Statements for the Six Months Ended May 31, 2020 and COVID 19 Impact Update and attached background documentation. **(APPENDIX 'G')**

The Senior Vice President and Treasurer reported that the OAA is reporting an amount of \$104,000 increase in fees received over the same time last year. It is likely that the impact from the pandemic will be felt in the next quarter.

It was noted by the Senior Vice President and Treasurer that investments have been locked in at a favourable interest rate. To date, 95% of member fees and 80% Certificate of Practice fees have been collected.

A Council member enquired as to whether there has been a notable decrease in utility costs since the renovation.

The Senior Vice President and Treasurer reported that complete information is not yet available pending completion of the remaining deficiencies and final commissioning.

A member of Council enquired as to whether the number reported for the Website development is inclusive of all costs.

The Senior Vice President and Treasurer responded that it is inclusive of staff and developer, adding that she is seeking further clarification on that point from the Manager of Finance. The report was noted for information.

Cooper joined the meeting at 2:00 p.m.

The President welcomed Cooper to the meeting.

The President spoke of Cooper's retirement after 23 years with the OAA as of June 30 and wished her well for the future.

Members of Council shared memories of Cooper during her time with the OAA and wished her well in retirement.

Cooper thanked Council for the warm reception.

Cooper left the meeting at 2:15 p.m.

Doyle noted that staff had held a virtual retirement event for Cooper yesterday.

8991. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated June 15, 2020 re. Update on the activities under the Vice President Strategic portfolio and attached background information. **(APPENDIX 'H')**

The Vice President Strategic reported that for World Architecture Day, Council is encouraged to reach out to their local MPPs to nominate a building in their riding.

It was noted by the Vice President Strategic that a Large Firms Roundtable was held, attended by the City Toronto Chief Building Official. The roundtable participants discussed solutions to the submission and delay issues with respect to drawings.

The Vice President Strategic noted that the Policy Advocacy Coordination Team (PACT) is currently reviewing the PIPEDA draft policy template document which will eventually be posted to the Website.

It was reported by the Vice President Strategic that CDAO has been active with the establishment of working groups to discuss economic recovery from the pandemic and the other to consider insurance and unacceptable terms in contracts. QBS was emphasized as part of the solution in the discussions. Legal counsel is also being consulted to consider shortfalls. A third roundtable is to be held regarding finance and infrastructure.

A member of Council suggested for World Architecture Day that efforts be made to seek out buildings designed by Black or Indigenous People.

Laberge left the meeting at 2:00 p.m.

It was noted by the Vice President Strategic that there was some consideration to place an emphasis on green buildings however, a decision was made to leave the choice to the MPP.

A Council member requested some further clarification regarding the economic recovery working group.

The Vice President Strategic responded that it is a construction group tasked by the CDAO to interface with government to provide recommendations for economic recovery relative to the design and

construction industry including release of projects in the pipeline. The OAA has emphasized its position in support of safety as well as climate stability.

Doyle noted for information that the previous Council package included letters from CDAO to government, also found on the OAA government portal on the Website.

The Vice President Strategic noted that information on the Queen's Park picks and letter will be found on the OAA.chat site, as well, will be circulated to Council.

The report was noted for information.

8992. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated June 15, 2020 re. Sustainable Built Environments Committee (SBEC) Update and attached background information. **(APPENDIX 'I')**

The Vice President Strategic reported that SBEC has been holding ongoing discussions regarding the importance of resource and information sharing and the categorization of that information.

It was noted by the Vice President Strategic that the Whitby Green Standard submission deadline passed and that the OAA did not make a submission.

The Vice President Strategic noted that the Passive House training is now available to members who wish to avail themselves of it.

It was indicated by the Vice President Strategic that an opportunity to join the Low-carbon Buildings Workforce Coalition has been presented to the OAA for consideration.

A member of Council enquired as to whether the OAA would hold an active role within the coalition.

The Vice President Strategic responded that it is a sponsorship opportunity and that a representative would be needed; and he volunteer his time to the group.

Doyle enquired as to whether the coalition holds a legal standing as an entity.

The Vice President Strategic confirmed they have a structure. It is a standard secretariat to provide the construction industry with tools to advance the initiative. There is push to the trades to adopt those tools.

Azadeh left the meeting at 2:20 p.m.

The Vice President Strategic noted that there is some government involvement in the way of funding from Environment Canada.

Doyle requested some clarification with respect to the purpose of joining the coalition and noted concern with respect to the OAA's role as a member of the coalition in terms of liability, responsibilities and over consistency with the mandate of the OAA

The Vice President Strategic responded that there is currently not enough volunteer time within SBEC to cover all issues and thereby the coalition would be able to cover off some of those initiatives.

It was suggested by a Council member that further research is needed to solidify and gain a clearer understanding as to whether it fits within the OAA's mandate. It was further suggested that the coalition has its own mandate via CAGCB.

It was noted by a member of Council that it appears to be an annual membership which will need to be renewed at some point and therefore the financial request would be yearly.

A Council member expressed support in principle, however suggested that the intentions of the coalition need to be laid out with respect to the OAA's involvement in the organization.

Action: It was agreed that Council would consider the request pending further information provided for the next meeting in the fall.

The report was noted for information.

8993. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated June 15, 2020 re. Update on Appeal of Harmonized Zoning By-law. **(APPENDIX 'J')**

The report was noted for information.

8994. Report from Vice President Regulatory (*oral*)

The Vice President Regulatory reported that information regarding digital seals is contained in another report to Council for information.

The report was noted for information.

It was suggested by the Vice President Regulatory that there are some concerns regarding the cost of digital seals which should be investigated further.

8995. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated June 25, 2020 re. Activities Under the Registrar –May 15, 2020 through June 11, 2020. **(APPENDIX 'K')**

The Vice President Regulatory reported.

Mills noted that a virtual Discipline hearing held June 3 went well with the use of an e-hearing assistant to control the technical aspects. Interviews through the Experience Requirements Committee may be considered in a similar format.

The report was noted for information.

8996. Interns Committee Update (*oral*)

Councillor Krickhan reported that the Committee is working on a welcome package to go to architectural graduates.

It was noted by Krickhan that the Committee is also developing questions for a survey to interns regarding their title. It is suggested that there is no cost and would be sent through Survey Monkey. It is important to interns that a name change be implemented, adding that the term architectural associate is a preferred option at this point.

A member of Council suggested that it would be beneficial to include OAAAS Technologists in the discussion as well as involved in the survey. Some concern was expressed in making the distinction between architectural associate and Licensed Technologist OAA.

Doyle noted that the wording is important, noting that many different titles have been considered over the years. It was also noted that the OAA does not control the term 'architectural' adding that a legislative change would be required for any title change so once a decision is made, it cannot be implemented until the legislation is changed.

It was noted by a Council member that a significant number of interns ran for Council at the last election adding that with the election of the current intern representative it may be assumed that her position on the issue is important to many interns.

A number of members of Council noted that with respect to a survey, the wording of the questions are important.

It was suggested by Mills that consideration be made as to whether the survey would go to all members or only interns.

It was suggested by a Council member that a discussion be held with other architectural regulators across Canada given the most use the title Intern Architect and it is embedded in the Internship in Architecture Program

A member of Council suggested that s/he would be in support of retaining a consultant to prepare a survey.

It was suggested by Mills that the survey be shared with the entire membership, adding that it does not want to be perceived as being divisive among members, and would also permit input on all levels.

It was moved by Krickhan and seconded by Mancini that Council approve the retention of a consultant to assist in the development of a survey to the membership on behalf of the Interns Committee as proposed in the report by Intern Architect Representative Milda Miskinyte for the purpose of obtaining feedback on an alternative title for Intern Architects; and that the intent would be to have the survey results reported at the September meeting of Council.

-- CARRIED

Action: Councillors Krickhan and Miskinyte to work with Doyle and the Senior Vice President and Treasurer to identify a cost and allocation of budget for this work.

Krickhan noted that virtual meeting with the universities is planned for the fall.

8997. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated June 11, 2020 re. Report from Vice President Practice. **(APPENDIX 'L')**

The Vice President Practice reported that the main focus has been on the COVID-19 webpage and keeping it up to date and current.

The report was noted for information.

8998. Comprehensive Education Committee Update (*oral*)

The Vice President Education reported that there is a call for presentations and speakers in anticipation of the 2021 Conference.

It was noted by the Vice President Education that the e-Learning platform is still ongoing.

The report was noted for information.

ITEMS FOR DISCUSSION

8999. Discussion re. OAA actions to address discrimination (*oral*)

The President noted that the issue of discrimination has come to the forefront over the past month for many organizations. Several Council members held a virtual meeting with Black Architects and Interior

Designers Association (BAIDA) last week. If the OAA is to move forward and demonstrate action she suggested that the next step is to obtain data on different minority groups as well as hold a roundtable similar to the Indigenous reconciliation roundtable.

It was noted by the President that at the last Executive Committee meeting, Deputy Registrar Claire Hepburn shared the results and recommendations that resulted from a Law Society study a few years ago around discrimination in the profession.

It was noted by a member of Council that there is an opportunity for the Black community to be involved by posting on the OAA BIOAAG. The OAA could also work with others who create safe spaces.

The Council member suggested that Black interns are experiencing some difficulty in finding a mentor in the community.

It was noted by Mills that Hepburn would welcome being involved in a roundtable as well as discussions going forward.

A Council member suggested that s/he noticed in school a lack of Black students, adding that Laurentian University has a greater representation.

It was suggested by a Council member that there be a call for mentors to help direct Indigenous students toward higher education.

A member of Council suggested that a sponsorship awards be established for Indigenous students.

A Council member suggested that a way to include information on how a member wishes to be recognized be included in licence and Certificate of Practice renewals.

The President noted that with respect to the roundtable, sourcing participants would go out province-wide to the membership and the schools.

Doyle noted that it is important to think strategically so that the actions we take will stand the test of time. Examples of other approaches and programs were cited where a Council made a decision however was later changed by successor Councils. This is similar to what Hepburn had explained to Executive Committee in terms of the aggressive recommendations that had been made by the Law Society. Additionally the survey data from the recent membership survey is important to review.

There was a suggestion that data be collected via the annual renewal process. Doyle suggested that it would be more appropriate to do that with a year end survey since the renewal process is linked specifically to finance.

It was suggested by a Council member that a survey be sent now or included as part of the intern survey.

Mills suggested that a third party consultant be hired since the type of questions and how they are worded is critical.

A member of Council suggested that linking the questions into the fee invoices would force the members to open the file though those questions would have to be voluntary.

Doyle suggested that the questions may be added to new applications however they cannot be made mandatory.

A Council member suggested that an Instagram feature on BAIDA be created showcasing individuals demonstrating the work they are doing.

A member of Council suggested that an Instastory also be created on the De-Colonization Project.

Murray left the meeting at 4:40 p.m.

Action: Council directed that the following actions be taken as first steps to address the issue of discrimination:

- Registrar Mills to reach out to the Deputy Registrar to her involvement in the development of a survey to be administered to the membership, the focus of which on collecting data from members regarding EDI
- The Vice President Communications and Vice President Education to liaise to continue to share information via Instagram and other social media platforms
- Executive Director Doyle to work with the President to facilitate a roundtable to discuss issues of discrimination and identify staff support for the project.

9000. OAA.chat Portal (*oral*)

The Vice President Strategic reported that he would be able to add a diversity and equity forum within OAA.chat. Council is encouraged to use this site.

A member of Council expressed some concern with respect to the establishment of a framework around the use of the site. Some clarification is needed as to who is monitoring it and management of the chat as well as staff involvement.

Doyle suggested that some consideration be made as to whether the site will be mandatory. Staff currently are not commenting on member input and no regulatory information is given on the open chat area.

It was suggested by a member of Council that the site continue to be left in test mode until mid-fall at which time its path can be determined by the end of the year.

Doyle noted that clear direction is required around staff direction and expectations going forward.

ITEMS FOR INFORMATION

9001. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated June 5, 2020 re. Recent OAA Member Comments on Notarius Electronic Seal Use. (**APPENDIX 'M'**)

The Vice President Regulatory reported.

Mills noted that with the implementation of digital seals, there will be no physical seals for new applications.

The report was noted for information.

9002. Society Updates (*oral*)

It was reported by a member of Council that this year's Society Tours will be conducted in a virtual format to be determined.

The update was noted for information.

OTHER BUSINESS

9003. There was no other business.

DATE OF NEXT MEETING

9004. The next regular meeting of Council is Thursday September 24, 2020 at 9:30 a.m. via Zoom.

ADJOURNMENT

9005. **It was moved by Rich and seconded by Hastings that the meeting be adjourned at 5:05 p.m.**

-- CARRIED UNANIMOUSLY

President

Date