

Ontario Association of Architects

Meeting #266 Open

MINUTES

March 5, 2020

The two hundred and sixty sixth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday March 5, 2020 at the OAA Headquarters, Toronto, Ontario.

Present:	Kathleen Kurtin	President
	Susan Speigel	Senior Vice President and Treasurer
	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
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Milda Miskinyte	Councillor
	Sarah Murray	Councillor
	David C. Rich	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
Regrets:	Amir Azadeh	Vice President Communications
	Donald Ardiel	Councillor
	Agata Mancini	Vice President Education
Guests:	Andrew Davies	Executive Director, No. 9: Contemporary Art and the Environment (<i>part attendance</i>)

The President called the meeting to order at 11:30 a.m.

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

"I would like to begin this open meeting of the OAA Council by acknowledging that we are meeting on aboriginal land that has been inhabited by Indigenous peoples from the beginning.

As descendants of settlers, we're grateful for the opportunity to meet here and we thank all the generations of people who have taken care of this land - for thousands of years.

In particular, we acknowledge that the land on which we are meeting is the traditional territory of the Iroquois/Haudenosaunee, the Métis, and the Huron-Wendat peoples and most recently, the territory of the Mississaugas of the New Credit First Nation. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions made by the Métis, Inuit, and other Indigenous peoples, both in shaping and strengthening this community in particular, and our province and country as a whole.

This territory was the subject of the *Dish With One Spoon Wampum Belt Covenant*, an agreement between the Iroquois Confederacy, the Ojibwe and allied nations to peaceably share

and care for the resources around the Great Lakes. It is also covered by the Upper Canada Treaties which are agreements to share and care for the land and resources around the Great Lakes. Today, the meeting place of Toronto (from the Haudenosaunee word Tkaronto) is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work in this territory.

As settlers, this recognition of the contributions and historic importance of Indigenous peoples must also be clearly and overtly connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our communities

Of special interest to new Councillors is that Moatfield is also the location of an ossuary or gravesite near today's Leslie Street and Highway 401 that was rediscovered in 1997 during the expansion of a soccer field. The bones of 90 people were found there and then relocated to a secret location in the general area of the original grave site."

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

AGENDA APPROVAL

8908. The President noted that no items would be added to the agenda:

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

APPROVAL OF MINUTES

8909. *Reference Material Reviewed:* Draft minutes of the January 23, 2020 Open Council meeting.

The draft minutes of the January 23, 2020 Open Council meeting were reviewed.

It was moved by Gammond and seconded by Thomson that the minutes of the January 23, 2020 Open Council meeting be approved as circulated.
-- CARRIED

BUSINESS ARISING FROM THE MINUTES

8910. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

8911. *Reference Material Reviewed:* Council Priorities Systems Diagram. **(APPENDIX 'A')**

The President noted that a Priority Systems Diagram was circulated to Council at the meeting for reference. At its annual Priority Planning Session, Council looked at a multitude of issues including accessibility, equity, diversity, and sustainability; as a result climate stability has been added as a key priority moving forward.

A member of Council indicated that the goal was to visualize the priorities and avoid an overuse of text. It is expected that the specifics of the priorities may evolve throughout the year however the overarching priorities of Member Engagement, Education, and Climate Stability will remain, will all priorities and activities now being considered through the lens of diversity, equity and inclusivity.

A member of Council enquired as to why the sub-topics under the Stable Climate factor were selected.

A Council member clarified that each item refers to an entire philosophy. They facilitate how to model and predict, ratings tools and then the education portion comes into play. Ultimately, it all falls under carbon accounting.

It was suggested by a member of Council that the systems and the modes in the chart under Stable Climate should be switched citing the example that the greenhouse gas intensity is not a Council priority but a mode.

A Council member suggested that there be further finessing to the document followed by sharing at committee meetings with the committee members in order to inform of projects and initiatives.

Doyle referred to the OAA's Logic Model, suggesting that the work of the committees on the priorities could be done in its context and/or the Logic Model should be reviewed and perhaps updated. There should be some communication to the Committee Chairs with respect to the work they are doing and then tie the priorities into that work.

It was reported by a Council member that the Vice President Strategic has established a chat forum for Executive Committee which will soon be expanded to Council. The intent would be to open it up to OAA members as well in the future as a beta test

The Vice President Strategic reported that it is a forum to allow for conversations on a broad range of topics, adding an offer to present the site to Council at the May meeting. The largest forum would be for OAA members, based on having them subscribe and admitted.

Doyle noted that some committees are already using e-communities including Council and therefore some further investigation into the chat site is warranted, as well as resources that would be required

Walsh joined the meeting at 11:55 a.m.

8912. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Susan Speigel dated February 21, 2020 re. Audited OAA Financial Documents and attached supporting documentation. **(APPENDIX 'B')**

The Senior Vice President and Treasurer reported that the auditors have completed the OAA 2019 audit and reported that the OAA's finances are in order with no material issues identified.

It was noted by the Senior Vice President and Treasurer that there was a transfer of \$500,000 to the capital reserve. Of total member equity, \$28.7 million is invested in Pro-Demnity Insurance Company (ProDem) and \$10.2 million in OAA reserves and equipment.

A member of Council requested some clarification with respect to a report of \$2.8 million in gross surplus.

Walsh responded that because ProDem is a wholly owned subsidiary it is required that they be included in the reporting however are later removed from the gross surplus. It may be noted that quarterly reporting does not list ProDem.

The full set of audited OAA Financial Statements will be posted to the OAA Website along with the Annual Report in April.

It was moved by Birdsell and seconded by Vilardi that Council receive and accept the 2019 audited financial statements for the Ontario Association of Architects as circulated.

-- CARRIED (1 abstention)

8913. Appointment of the Registrar and Deputy Registrar, Ontario Association of Architects (*oral*)

The President reported that as a result of the interviews conducted, the Governance Committee is recommending the appointment of Architect Christie Mills to the position of Registrar.

It was moved by Mintz and seconded by Laberge that Christie Mills be appointed OAA Registrar effective March 6, 2020.

-- CARRIED

It was further reported by the Chair of the Governance Committee that during the interviews for the Registrar's position another strong candidate was identified. It is further recommended that Claire Hepburn be appointed to the position of Deputy Registrar. Hepburn will join the OAA team on March 23.

It was moved by Murray and seconded by Cline that Claire Hepburn be appointed OAA Deputy Registrar effective March 23, 2020.

-- CARRIED

8914. Appointment of Industry Representative to the Sustainable Built Environments Committee (*oral*)

The Vice President Strategic reported.

It was moved by Thomson and seconded by Hastings that Evelyne Bouchard be appointed to serve as an industry representative on the Sustainable Built Environments Committee for a three-year term ending December 31, 2022.

-- CARRIED

8915. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated February 21, 2020 re. Conference 2021 Title and Theme and Conference 2020 Update.
(APPENDIX 'C')

The President reported that it had been decided for the 2021 Conference that the volunteers be further recognized. They will be permitted access to early registration, identifying badges and complimentary Happy Hour tickets.

Council discussed the title and theme for the 2021 Conference. Several Councillors felt that the title needed more focus and appeared too overarching and encompassing/collaborating with other organizations.

A member of Council noted that the theme is distilled at this point and will later include bullet points.

It was suggested by a Council member that the term 'cultivate' is appropriate and ties in with the green initiative.

It was noted by Walsh the Communications Committee recognized that the paragraph is not explicit however they felt that fewer words would allow speakers and presenters to focus more directly on the theme.

A Council member suggested that the title was succinct and simplifies for potential speakers the type of presentation they will prepare.

Walsh noted that she will change "collaborating with other specialists" to "collaborating with others".

It was suggested by a member of Council that with respect to complimentary tickets for the Happy Hours, there should be an upscale non-alcoholic drink as an option.

It was moved by Birdsell and seconded by Hastings that Council approve the following 2021 Conference Title and Theme:

Cultivate Inclusion

- integrating new, diverse perspectives
- collaborating with others
- meeting emerging challenges

-- CARRIED (1 opposed)

It was moved by Erskine and seconded by Gammond that funding be approved at an amount up to \$1,300 to offer complimentary beverage tickets for VIV's (Very Important Volunteers) at the 2021 Conference Wednesday Happy Hour to be drawn from the Policy Contingency fund.

-- CARRIED

Walsh left the meeting at 12:25 p.m.

Council broke for lunch at 12:25 p.m. and resumed at 1:20 p.m.

8916. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated February 24, 2020 re. Sub-Committee on Building Codes and Regulations (SCOBCAR) Review of proposed changes to the 2015 editions of the National Building, Fire, and Plumbing Codes, and the National Energy Code of Canada for Buildings 2017 and attached supporting documentation.

(APPENDIX 'D')

The Vice President Practice reported that SCOBCAR reviewed the proposed changes and has provided its feedback and comments for submission. This review was also done in consultation with the Sustainable Built Environments Committee and the Vice President Strategic.

It was moved by Erskine and seconded by Rich that Council approve the submission of comments on changes to the 2015 Edition of the National Building, Fire, and Plumbing Codes and the National Energy Code of Canada for Buildings 2017.

-- CARRIED

8917. *Reference Material Reviewed:* Memorandum from Manager, Education and Development, Ellen Savitsky dated February 13, 2020 re. Online Admission Course – Agreement renewal between the OAA and the University of Toronto, School of Continuing Studies. **(APPENDIX 'E')**

Doyle reported that staff are looking for confirmation from Council to begin discussions with the School of Continuing Education at the University of Toronto regarding renewal of the existing agreement to deliver the OAA's admission course online. \ It is expected that the Registrar and Deputy Registrar will also be involved in the renegotiation process moving forward.

It was suggested by a member of Council that the terms of the agreement including the royalty should be part of the renegotiation discussions. Doyle agreed and indicated that it will be considered.

Doyle noted that the school developed the system and administers it. The OAA is responsible for updating the content of the course. The program has performed well since inception.

A member of Council questioned as to how University of Toronto had been selected as the provider. Doyle note that University of Toronto had been chosen as a result of an RFP proposal five years ago.

It was noted by a member of Council that there has been positive feedback in regards to the course as well as the various mediums available to complete the Admission Course.

It was moved by Laberge and seconded by Rich that Council approve the continuation of negotiations with the University of Toronto School of Continuing Studies for the purpose of renewing the contract to continue the online offering of the OAA's Admission Course.

-- CARRIED

8918. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated February 20, 2020 re. SHIFT Challenge. **(APPENDIX 'F')**

The President reported that it was recommended by the SHFIT working group that the next theme be for the SHIFT program be 'resiliency'.

A member of Council noted that it ties in well with current practice, and sustainability.

It was moved by Birdsell and seconded by Speigel that "Resiliency" be approved as the theme for the 2021 SHIFT Architectural Challenge.

-- CARRIED

EXECUTIVE COMMITTEE REPORTS

8919. *Reference Material Reviewed:* Activities for the Months of January-March. **(APPENDIX 'G')**

The report was noted for information.

8920. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated February 23, 2020 re. Update on Activities of the Executive Director. **(APPENDIX 'H')**

Doyle reported.

A member of Council requested some further detail with respect to the February 24 meeting with the Ministry of the Attorney General.

A Council member responded that the topic of direct regulation of interior design was discussed with the Ministry's stakeholder relations staff.

The member of Council noted at the prior meeting with the Attorney General, the OAA and ARIDO were advised to frame the proposal against the government's priorities. In addition it was noted that OAA Manager, Policy and Government Relations, Adam Tracey and ARIDO representatives were meeting on this day with policy representatives in the Premier's office regarding the initiative.

A member of Council enquired into the status of the Ontario Association of Landscape Architects' (OALA) undertaking to obtain practice legislation.

Doyle responded that per her recent conversation with the OALA Executive Director, they are continuing their efforts to gain traction with government to move this ahead. They do understand, however, that the OAA continues to have concerns with the draft, which had been originally expressed with their proposed legislation. OALA Executive Director has advised that they will be in contact with the OAA in the near future to arrange a further discussion in order to address our concerns.

The report was noted for information.

8921. Building Committee Update (*oral*)

The President reported that the Committee met last week, noting that the number of deficiencies remaining on the list have been reduced and that actions to address them are ongoing.

The report was noted for information.

8922. *Reference Material Reviewed:* Memorandum from the Governance Committee dated February 18, 2020 re. Council Skills Self-Assessment Tool and attached supporting information. **(APPENDIX 'I')**

The President reported that the proposed self-assessment matrix is not intended to grade or highlight weaknesses but to ensure that the OAA maximizes the strengths of Council.

A member of Council enquired as to what the end goal of the exercise is and if the intention is to source the best-suited Council member.

The President responded that when the call for nominations is issued in the fall, mention will be made to the membership that Council is interested in specific areas of expertise and strengths if there are particular areas lacking within the current Council. The nomination process will run as per the legislation.

The report was noted for information.

8923. OAA/Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group *(oral)*

The item was reported under minute number 8920.

8924. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated February 20, 2020 re. Update on the activities under the Vice President Strategic portfolio and attached supporting information. **(APPENDIX 'J')**

The Vice President Strategic reported that work on the development of a privacy policy for members to use in their offices, is underway.

Doyle noted that Brown is in the process on working on the legal aspect of the policy.

The report was noted for information.

8925. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated February 18, 2020 re. No. 9 – “Imagining My Sustainable City “and attached supporting documentation. **(APPENDIX 'K')**

Davies joined the meeting at 2:05 p.m.

The President welcomed Davies to the meeting.

Davies made a presentation to Council on the past work of the Imagining My Sustainable City (IMSC) program geared toward grade 7 and 8 students, in addition to future plans and initiatives for the program.

It was noted by Davies he worked with the sustainability department of the Toronto District School Board. A total of 70 teachers applied for nine schools.

A member of Council enquired as to whether there has been consideration to expand the program beyond the current two grades.

Davies responded that they can deliver to older students and have offered to grade nine students in the past. There is a capacity issue at this point in terms of volunteers.

A Council member enquired as to whether the program has tracked students over the past 10 years to determine where their education path has led since the program.

It was suggested that this type of tracking would be very difficult and also presented privacy issues. It was noted by Davies that in days 3 and 4 of the program, a call goes out to OAA members to participate in a ½ day workshop with the students.

The President thanked Davies for his presentation.

Davies left the meeting at 2:35 p.m.

A Council member suggested that this initiative falls within the heart of the mandate and therefore should be supported and that support be given in the amount of \$25,000.

A member of Council enquired as to whether the recommendation to support this initiative is supported by Comprehensive Education Committee.

Doyle responded that historically it has been an initiative that has come direct to Council as any request for funding over \$10,000 moves directly to Council.

Some concern was expressed that there may be a conflict of interest with projects stemming out from this initiative.

It was suggested by a Council member that the issue of conflict of interest be addressed with Davies.

Action: Doyle was directed by Council to follow up with Davies in regards to potential conflicts of interest. Additionally, Doyle is directed to enquire with Davies as to whether there is collateral education that can be gained out of this for the OAA.

A Council member suggested that the initiative should be a decision of Council since it is coming out of the policy contingency.

It was moved by Laberge and seconded by Birdsell that Council approve funding of the No. 9 – Imagining My Sustainable City Project for 2020 in the amount of \$25,000 to be drawn from the policy contingency budget, subject to confirmation that there is no conflict of interest.

-- CARRIED (8 in favour, 7 opposed)

8926. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated February 20, 2020 re. Sustainable Built Environments Committee (SBEC) Update and attached background information. **(APPENDIX 'M')**

The Vice President Strategic reported the Committee will have a presentation on energy modelling tools used in Canada at its next meeting.

It was noted by the Vice President Strategic that the requirement to meet a standard EUI was incorporated into the judging of submissions for this year's Design Excellence Awards. There will be a Part 9 Project undertaken in the next short while, led by newly appointed industry representative, Evelyne Bouchard.

The report was noted for information.

8927. Update re. City of Toronto Zoning By-law and Ontario Municipal Board (OMB) Appeal (*oral*)

There were no further updates to report since the last meeting of Council.

8928. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated February 21, 2020 re. Communications Committee Update. **(APPENDIX 'N')**

Missio reported that in an effort to move toward digitalization, the 2020 Awards book will be printed in a reduced run.

A Council member requested some clarification with respect to funding allocated for the Society Special Projects initiative.

Missio responded that there are two calls for applications during the year as approved by Council in the amount of \$38,000 for each. The plan is to further communicate and increase outreach to the societies for the next initiative.

Missio reported that content migration is ongoing with an expected launch date for the redesigned Website of late April to early May.

The report was noted for information.

8929. Report from Vice President Regulatory (*oral*)

There were no further updates since the last meeting of Council.

8930. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated February 18, 2020 re. Activities Under the Registrar – January 1, 2020 through February 18, 2020. **(APPENDIX 'O')**

The Vice President Regulatory reported.

The report was noted for information.

8931. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated February 24, 2020 re. Report from Vice President Practice. **(APPENDIX 'P')**

The Vice President Practice reported.

The report was noted for information.

8932. *Reference Material Reviewed:* Memorandum from Vice President Education, Agata Mancini dated February 21, 2020 re. Update from the Comprehensive Education Committee. **(APPENDIX 'Q')**

A member of Council reported that the Committee is continuing progress in its working groups.

It was noted by the Council member that the Committee is preparing a submission requesting that the following issues be addressed at this fall's Canadian Architectural Certification Board (CACB) National Validation Conference:

- Financial literacy
- Technical inclusion in studio work
- Work experience in the office of an architect prior to graduation

The report was noted for information.

ITEMS FOR DISCUSSION

8933. The Interns Committee Update (*oral*)

Councillor Krickhan reported the Committee met last evening where its members assessed the Committee's short and long term goals. The Committee would like to share ideas between other OAA committees and identify areas of overlap.

It was noted by Councillor Krickhan that there was some discussion with respect to the inclusion of student members on Council. Waterloo Director, Dr. Anne Bordeleau will participate as a resource to the Committee as well.

The update was noted for information.

8934. *Reference Material Reviewed:* Memorandum from Past President, John Stephenson and Councillor, Natasha Krickhan dated March 3, 2020 re. Report on OAA Reconciliation Roundtable. **(APPENDIX 'R')**

A member of Council reported that the working group was established by Past President Stephenson and current Councillor, Natasha Krickhan serves as a member on the Working Group.

Krickhan reported that 14 initiatives came out of the 2018 OAA Reconciliation Roundtable and are listed in the report. The Working Group is looking to hold a conference call in the next several weeks to discuss those initiatives and how they may fit in the 2021 Budget.

The report was noted for information.

ITEMS FOR INFORMATION

8935. *Reference Material Reviewed:* Design Industry Advisory Committee (DIAC) – Winter Update 2020. **(APPENDIX 'S')**

The update was noted for information.

8936. Society Updates (*oral*)

A member of Council reported that there have been some setbacks with the Ottawa Regional Society of Architects (ORSA) including a lack of engagement. Participation at the upcoming ORSA AGM has been encouraged. An upcoming call is planned with the two Chairs of the Society to provide some guidance.

A Council member reported that the Windsor Society now has a new Chair as well as co-Chair.

OTHER BUSINESS

8937. LGIC Appointments (*oral*)

A Council member requested an update on the status of the vacancies for an LGIC on Council.

Doyle responded that staff is in regular and direct contact with the offices of the Attorney General to follow up on candidates and when they may be appointed. Our concern about our ability to carry out our regulatory responsibilities has been clearly expressed.

8938. Support for the Profession re. Professional Fees (*oral*)

As a result of a Council discussion regarding ways in which to support clients and the profession in identifying appropriate and reasonable fees the following strategic avenues were identified and will be considered further under the appropriate portfolios, as noted.

Action: Moving forward it was agreed that the following elements would be considered in the strategy around professional fees under current initiatives:

- Quality Based Selection (QBS) – under the Vice President Strategic/PACT portfolio: Updating of the OAA QBS documents and develop better information and marketing tools for QBS that can be rolled out to procurement folks, and to members.
- *Architects Act* and Regulations – under the Vice President Regulatory/Regulatory portfolio: Consider how the legislation might be further strengthened. Education: - under the Vice President Education and Vice President Practice portfolios: Review all information that is already available to members regarding professional fees, specifically how to price services, and ethical consideration – and how to develop more awareness/education. Information already exists in: Practice Tips; CHOP; MBA Kit and excel sheets; RAIC guideline to fees and services; Fundamentals of Starting an Architectural Practice; Admission course.
- Communication – under the Vice President Communications/communication portfolio – consider a BIOAAg series on determining appropriate fees.

DATE OF NEXT MEETING

8939. The next regular meeting of Council is Wednesday May 27, 2020 at 9:30 a.m. at Hotel X, 111 Prince's Blvd., Riverdale Park Room, Toronto, Ontario.

ADJOURNMENT

8940. **It was moved by Erskine and seconded by Mintz that the meeting be adjourned at 4:10 p.m.**
-- CARRIED UNANIMOUSLY

President

Date