

Ontario Association of Architects

Meeting #275 Open

MINUTES

June 24, 2021

The two hundred and seventy fifth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday June 24, 2021 via Zoom.

Present:	Susan Spiegel	President
	Paul Hastings	Vice President Regulatory
	Jennifer King	Vice President Communications
	Natasha Krickhan	Vice President Education
	Kathleen Kurtin	Immediate Past President
	Kristiana Schuhmann	Vice President Strategic
	Settimo Vilardi	Vice President Practice
	Farida Abu-Bakare	Councillor
	J. William Birdsell	Councillor
	Heather Breeze	Councillor
	Donald Chen	Lieutenant Governor in Council Appointee
	Barry Cline	Councillor
	J. Gordon Erskine	Councillor
	Jeffrey Laberge	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Lara McKendrick	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Andrew Thomson	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
Regrets:	Agata Mancini	Senior Vice President & Treasurer
Guests:	Melisa Audet	Manager, Practice Advisory Services
	Adam Tracey	Manager, Policy and Government Relations

The President called the meeting to order at 10:45 a.m.

The President noted a video titled *Every Child Matters: Reconciliation Through Education* directed by Ry Moran through the National Centre for Truth and Reconciliation would be shared with Council as an acknowledgement and recognition of the indigenous land and its people.

DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

AGENDA APPROVAL

9226. The President noted that no new items would be added to the agenda.

It was moved by Longlade and seconded by Cline that the agenda for the June 24, 2021 open meeting be approved as circulated.

-- CARRIED

APPROVAL OF MINUTES

9227. *Reference Material Reviewed:* Draft minutes of the May 12, 2021 Open Council meeting.

The draft minutes of the May 12, 2021 Open Council meeting were reviewed.

It was moved by Birdsell and seconded by Vilardi that the minutes of the May 12, 2021 Open Council meeting be approved as circulated.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9228. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9229. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated June 7, 2021 re. Canadian Architectural Certification Board (CACB) National Standing Committee and International Relations Committee (IRC) – Amended Terms of Reference and attached supporting documentation. **(APPENDIX ‘A’)**

Doyle reported that amendments to the existing terms of reference were reviewed and recommended for approval at the June 4, 2021 meeting of the Canadian Architectural Licensing Authorities (CALA). Some of the key amendments to update the terms included setting terms for individual committee members as well as an appointment process for committee members which will ensure appropriate turnover, and assurance of the continuity of corporate knowledge.

It was moved by Vilardi and seconded by Birdsell that Council approve the Terms of Reference for the Canadian Architectural Certification Board (CACB) National Standing Committee dated May 18, 2021.

-- CARRIED

It was moved by Paquette and seconded by Cline that Council approve the Terms of Reference for the Canadian Architectural Licensing Authorities (CALA) International Relations Committee (IRC) dated May 18, 2021.

-- CARRIED

9230. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated June 7, 2021 re. Canadian Architectural Licensing Authorities (CALA) – Incorporations By-law and Articles of Incorporation and attached supporting documentation. **(APPENDIX ‘B’)**

Doyle reported that the administrators of CALA and legal counsel have been reviewing and refining the by-laws and articles of incorporation to facilitate the incorporation of CALA for the past 2 years. Up to now, CALA has been a national committee and recognized the need to move to the form of a legal entity which led to discussion to create a more formal body over three years ago.

Doyle noted that CALA was seeking to create a more identifiable body in terms of a national contact for licensing, increased eligibility for funding opportunities for grants and projects, while continuing to preserve the current working structure, and autonomy.

Doyle reviewed the highlights of the structure. The statement of purpose clearly states what CALA is permitted to do as a corporation as well as what it is limited to. The by-laws clarify the categories of members within CALA, funding, the decision-making model, staffing, and the structure of the Board of Directors. The by-laws also allow for flexibility in terms of meetings.

It was noted by Doyle that the 'member' on CALA would represent the OAA with one vote at the annual general meeting. The Board would consist of up to 13 individuals, to include a Chair, Vice Chair, and Treasurer.

Doyle indicated that funding will be based on an operations budget with per capita contributions from each member. Decision-making is based on a consensus model which also allows for an opt out option for the regulators i.e., should a decision not fit the regulatory model of a province or other reason.

A member of Council enquired as to the decision to select a 13 member Board composition. Clarification was requested as to whether consideration was made to accommodate the potential for other organizations to join in the future.

Doyle responded that should another jurisdiction, such as the other two territories, establish architectural regulatory authorities, it could be accommodated by CALA.

A Council member enquired as to whether there is an opportunity for a position on the Board for an Indigenous elder in the territories.

Doyle responded that the purpose of the entity is it to represent the regulatory bodies and is comprised of regulator organizations. Each member on the Board is representing a regulatory body.

It was noted by Doyle that the deadline for the final application for incorporation is planned for September and therefore, final approval from the provincial regulators will need to be received prior to that date.

A member of Council enquired as to whether meetings will be held in different jurisdictions.

Doyle responded that in the past, in person meetings were held at different locations nationally. Additionally, there are three committees under CALA which have met in person and virtually.

It was noted again by Doyle that the intent is for senior staff to be recognized as the member on behalf of the individual regulator and would represent the business interests of the corporation. The members of the Board would be comprised of Council representatives and would hold the vote at the Board.

A member of Council requested some clarification as to whether a Lieutenant Governor in Council (LGIC) appointee hold a position as representative for Indigenous people.

Doyle noted that the requirement that the Board be comprised of Council members does not specifically state that it must be an architect.

It was noted by Doyle that per the by-laws each individual regulatory/Council would need to decide who would be to represent them at the CALA table.

It was moved by Birdsell and seconded by Vilardi that Council approve the incorporation of the Canadian Architectural Licensing Authorities of which the OAA is a member; and, that Council approve in principle the proposed by-law and Articles of Incorporation of the Canadian Architectural Licensing Authorities (CALA) subject to minor amendments that might be required to address specific comments from the individual CALA regulators.

-- CARRIED (15 in favour, 1 opposed)

9231. *Reference Material Reviewed:* Memorandum from Councillor and Interns Committee Chair, Farida Abu-Bakare dated June 10, 2021 re. Community Engagement and Consultation for Intern Architects and attached supporting documentation. **(APPENDIX 'C')**

Councillor Abu-Bakare reported on the Committee's request to hire an architectural graduate with the purpose to identify key issues facing interns. The graduate would serve as a central point of contact and information gathering and be under her direction.

It was suggested by a member of Council that the report includes outreach, and that a survey to the members may be of benefit to identify issues of unfair treatment of interns to be shared with the membership.

Abu-Bakare noted that the budget is based on a range of hours. It was noted by a Council member that for the Truth and Reconciliation project the individual was initially compensated at \$25/hour with a maximum of up to \$8,000. There was a second stage to the contract as well that expanded the scope and the rate.

It was suggested by a Council member that there was a lack of information in the last survey conducted and is therefore important that the work is as comprehensive as possible.

A Council member suggested that the OAA create and share a fair employment contract for architectural firms which would demonstrate leadership on the part of the Association.

Some concern was expressed by Doyle that the scope requires further clarification, adding that the chart in the report identifies a significant amount of work and does not match the scope proposed.

Abu-Fakare responded that the scope is intended for the graduate to aspire to and, additional staff resources would be required to obtain some of the information for the graduate. The roundtables would be organized by the graduate and developed for later in the fall. The list is to be treated as recommended suggestions though all do not necessarily need to be included in the work.

It was moved by Abu-Bakare and seconded by Schuhmann that Council approve the engagement of an architectural graduate research assistant whose scope of work will include administration and organization of research for the Interns Committee over the course of the next three months, with a maximum budget of up to \$10,000 to be drawn from policy contingency; that Councillor Abu-Bakare provide oversight and supervision of the individual; and, that Abu-Bakare will work with staff to finalize the scope of work.

-- CARRIED

9232. *Reference Material Reviewed:* Memorandum from Councillor and Interns Committee Chair, Farida Abu-Bakare dated June 11, 2021 re. Mentorship Review and attached supporting documentation. **(APPENDIX 'D')**

Councillor Abu-Bakare reported that the Interns Committee is recommending more targeted data gathering by way of Survey Monkey.

A member of Council enquired as to whether there will be the opportunity for Council to add a list of questions to be asked.

It was suggested by a member of Council that the question to identify if the individual is a mentor or mentee be expanded to include 'neither' and then include further feedback.

A Council member suggested including the option for the individual to confirm if they would be interested in becoming a mentor. A member of Council suggested that this be placed at the top of the survey to provide an immediate response to identify.

Doyle requested some clarification with respect to the survey target audience. The report currently indicates that the survey is to be circulated to mentors, and student associates/intern architects. However, based on the current conversation, the scope would expand to include all members, intern architects and student assocaites thus changing the the target and length of the survey. The resources would need to change; the cost of a larger survey would be estimated at \$10,000 and be undertaken by a third party like Stratcom.

Some concern was expressed by a member of Council with respect to the number of surveys which may create a lesser response going forward. Members are facing survey fatigue.

A Council member suggested that a third party firm to create the survey is unnecessary due in part to a lack of understanding of the industry and the membership.

It was suggested by a member of Council that consideration be made to place some trust in the work of a professional consultant.

A Council member suggested a forum as opposed to a formal Council meeting would be appropriate to review the questions and offer feedback.

It was moved by Abu-Bakare and seconded by Longlade that Council approve the request of the Interns Committee to develop and administer a survey to the membership regarding the mentorship experience and any obstacles and challenges they might be facing; that the final set of survey questions be brought forward to the September meeting of Council for approval; that an outside survey consultant firm be engaged to administer the survey; and, that a budget up to \$11,000 be established to be drawn from the policy contingency.

-- CARRIED (15 in favour, 1 opposed (Birdsell))

9233. *Reference Material Reviewed:* Memorandum from Vice President Communications, Jennifer King dated June 10, 2021 re. 2021 OAA Virtual Conference Week and Planning for Conference 2022 and attached background information. **(APPENDIX 'E')**

The Vice President Communications reviewed the summary de-brief of the 2021 OAA Virtual Conference adding that this year's Continuing Education (ConEd) offerings were specially curated as opposed to a call for presenters as conducted for past Conferences. It was also noted as well that this year's Conference will be recording a deficit.

It was noted by the Vice President Communications that for the 2022 Conference a customized hybrid approach is being proposed. This would in part reduce the carbon footprint and allow for increased accessibility at a lower price point while still hosting some in person events. ConEd would be curated once again for 2022 providing that the regular Webinars would also continue to be offered. The Committee is planning to finalize a program and present to Council at its September meeting.

Missio noted that the move toward a hybrid approach would allow for flexibility due to the currently changing landscape and allows for sufficient lead-time preparation. Additionally, it would offer the membership a more affordable and accessible Conference.

It was noted by Missio that this year's Conference attendance was somewhat lower than past Toronto conferences, though comparable or higher to past out-of-town conferences.

It was suggested by a Council member that an infotainment hybrid may be concept for the Committee's consideration such as a DJ walk in session or an education piece with music.

A member of Council enquired as to the amount of current deposits that might be subject to loss without a full in person conference.

Doyle responded that the venues are booked and the size of conference likely would not affect the actual deposits. If the membership is unable to meet in person at all, it is expected that the deposits may be rolled ahead once again. For example, there may be an option to hold the AGM in person as well as to stream it virtually. With a reduced in person attendance, this opens up the option of holding the conference in other cities going forward.

A Council member suggested that the Conference not be pared down, adding that a complete day of activities dedicated to the public should be considered.

Missio indicated that feedback to the Committee is welcome and a proposed program will be presented to Council for consideration in September.

It was moved by King and seconded by Schuhmann that based on the success of the OAA virtual conference 2021, Council approve in principle a hybrid approach for Conference 2022 as proposed in the report to Council dated June 10, 2021; and that staff and the Vice Presidents Communications and Education along with the Senior Vice President & Treasurer be directed to develop the program and budget for approval at the September Council meeting.

-- CARRIED (15 in favour, 1 opposed)

9234. *Reference Material Reviewed:* Memorandum from the Governance Committee dated June 15, 2021 re. Governance Committee Report & Proposed Revision to OAA Committee Composition and attached background information. **(APPENDIX 'F')**

The Immediate Past President reported that the Committee has revised the motion from the May meeting to reconsider the wording for committee composition.

A Council member enquired as to whether the Chair is to be a Vice President or member of Council.

The Immediate Past President responded that either option is possible however it is important that it is a member of Council to ensure appropriate communication between the Committee and Council.

A member of Council enquired as to whether it is Council or the Committee are responsible for appointing the Chair of a committee.

The Immediate Past President responded that there is only one or two committees who select a Chair whereas the remaining seats are generally dictated by the terms of reference. As a point of clarification, the wording in the committee composition indicates a preference though not mandatory.

It was suggested by a member of Council that the Committee should be solely responsible for appointing the Chair.

The following motion was withdrawn:

It was moved by Kurtin and seconded by Laberge that Council accept the wording proposed by the Governance Committee in order to standardize OAA Committee Composition; and, which is to be incorporated into the individual committee terms of reference as follows:

“The Committee will be comprised of (insert no.) individuals, one of which will be the Vice President and/or another member of Council. Either may serve as the Chair. In addition to the architects, efforts will be made to have representation on the Committee by other categories of licensed members, as well as an intern architect. Where a seat on the Committee has been reserved for additional categories of licensed members (other than architects) that seat will be considered to be filled when occupied by a member of Council that holds that membership status.”

-- MOTION WITHDRAWN

The following motion was proposed:

It was moved by Kurtin and seconded by Laberge that Council accept the wording proposed by the Governance Committee in order to standardize OAA Committee Composition; and, which is to be incorporated into the individual committee terms of reference as follows:

“The Committee will be comprised of (insert no.) individuals, one of which will be the Vice President and/or other members of Council. In addition to the architects, efforts will be made to have representation on the Committee by other categories of licensed members, as well as an intern architect. Where a seat on the Committee has been reserved for additional categories of licensed members (other than architects) that seat will be considered to be filled when occupied by a member of Council that holds that membership status.”

-- CARRIED

Doyle noted that the committee appointments from Council are held in January each year where the appointments and Chairs are determine at that time.

Mills noted that for statutory committees the Chair and Committee composition is set out in the *Architects Act* and the Regulations. There does not appear to be any contradiction with the proposed terms of reference but in the event of a discrepancy the legislation and regulations would prevail.

It was moved by Kurtin and seconded by Erskine that the Committee Chairs be a member of Council.

-- CARRIED (16 in favour, 2 opposed)

ITEMS FOR DISCUSSION

9235. *Reference Material Reviewed:* Memorandum from Board Member, Toronto 2030 District, Sheena Sharp dated June 3, 2021 re. Toronto 2030 District and attached background information. **(APPENDIX ‘G’)**

The Vice President Strategic reported that Toronto was established as the first 2030 District in Canada. The organization is now self sustaining and is an incorporated entity.

A member of Council requested some clarification as to whether the organization no longer requires financial support from the OAA.

The Vice President Strategic responded that they have recently secured grant IESO (Independent Electricity Systems Operator) funding.

Action: Council directed that a letter from the President be sent to Past President Sharp as a note of appreciation for her work with the organization and as a representative of the OAA.

EXECUTIVE COMMITTEE REPORTS

9236. *Reference Material Reviewed:* Activities for the months of March-June. **(APPENDIX ‘H’)**

The President reported that an updated schedule since March is included for information. It was noted that the President’s address and 2021 AGM proceedings are now available to view online.

The report was noted for information.

9237. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated June 16, 2021 re. Update on Activities of the Executive Director. **(APPENDIX ‘I’)**

Doyle reported that she met with insurance provider, Hub International who advised that auto insurance rates are likely to drop, adding that there will be a communication to the membership announcing this in the next short while.

The report was noted for information.

9238. *Reference Material Reviewed:* Memorandum from the OAA Technology Program Review Working Group dated June 11, 2021 re. Update from the OAA Technology Program Review Working Group. **(APPENDIX 'J')**

The President reported.

The report was noted for information.

9239. *Reference Material Reviewed:* Memorandum from the Equity, Diversity, Inclusion | Truth & Reconciliation Working Group dated June 11, 2021 re. Equity, Diversity, Inclusion | Truth & Reconciliation Working Group Update. **(APPENDIX 'K')**

The President reported.

The report was noted for information.

9240. *Reference Material Reviewed:* Memorandum from the Senior Vice President and Treasurer, Agata Mancini dated June 10, 2021 re. Unaudited Financial Statements for the Six Months Ended May 31, 2021 and attached supporting documentation. **(APPENDIX 'L')**

A member of Council requested some clarification with respect to next steps regarding the lack of spending by Committees for the year and considering that in the context of next years budget..

Doyle noted that the committee budgets will be initially drafted by staff and direction will be given to assume at least half of the meetings will continue to be virtual.

The report was noted for information.

9241. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Kristiana Schuhmann dated June 9, 2021 re. Update on activities under the Vice President Strategic portfolio and attached background information. **(APPENDIX 'M')**

The Vice President Strategic reported on the QP Picks and World Architecture Day.

The Vice President also noted that Council had approved the OAA's draft submission to government regarding long term care, and congregate living institutions. A funding request from the University of Toronto for a study on long term care facilities and best practices was approved by Council.

It was noted by the Vice President Strategic that the members of the Large Firms Roundtable have been contacted and advised to continue the work done to date in an independent format. Since the last report, the TEUI Calculator launched and now reported to be running well.

The Vice President Strategic noted that the *Value of Zero* session at Conference was a success and well accepted. The Toronto Housing and Planning Committee is launching version 4 of the Toronto Green Standard and the OAA will be lending its support.

The Vice President Strategic noted that staff have been contacting MPP's directly to solicit submissions for the QP picks and that this year the most submissions to date have been received.

Doyle note that there are 42 submissions and the Policy Advocacy Coordination Team (PACT) agreed that it would not be necessary to have Council reach out to MPPs to solicit the buildings for 2021. They may connect with Council once everything has been selected to reach out to the MPPs with a launch date targeted in October.

The report was noted for information.

9242. *Reference Material Reviewed:* Memorandum from the Communications Committee dated June 15, 2021 re. Communications Committee Update and attached background information. **(APPENDIX 'N')**

The Vice President Communications reported.

The report was noted for information.

9243. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings and Registrar, Christie Mills dated June 11, 2021 re. Activities under the Registrar April 29, 2021-June 9, 2021 and attached background information. **(APPENDIX 'O')**

The Vice President Regulatory reported, noting that the issue of act enforcement is being addressed.

Mills noted that enforcement statistics are reported quarterly.

The report was noted for information.

9244. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated June 16, 2021 re. Report from Vice President Practice. **(APPENDIX 'P')**

The Vice President Practice reported.

The report was noted for information.

9245. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated June 17, 2021 re. OAA Contract Suite 2021 – Progress Report and attached supporting documentation. **(APPENDIX 'Q')**

The Vice President Practice reported.

A Council member requested some clarification with respect to the abbreviated reference choice to the French language version.

Audet responded that the abbreviation was derived from the French pronunciation however it can be changed should it be directed to do so.

The report was noted for information.

9246. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated June 9, 2021 re. OAA/Ontario General Contractors Association (OGCA) Best Practice Committee – Report on May 27, 2021 Meeting and attached background information. **(APPENDIX 'R')**

The Vice President Practice reported.

The report was noted for information.

9247. *Reference Material Reviewed:* Memorandum from the Vice President Education, Natasha Krickhan dated June 15, 2021 re. Update from Vice President Education and attached supporting documentation. **(APPENDIX 'S')**

The Vice President Education reported that work on the OAA's white paper for the 2022 Validation Conference will begin shortly. Executive summaries outlining initiatives from the four sub-committees have been received.

It was indicated by the Vice President Education that a request is being made to remind Council of the Committee's mandate and need for more regular contact on all levels with the Committee to provide guidance. It was suggested that there be increased liaison with the Communications Committee on issues or educational opportunities. It was suggested that a meeting between the Vice Presidents of Communications, Education and Strategic be scheduled to discuss further.

It was noted by a member of Council that the results of the operational review have been received and these suggestions may be considered in future in the context of the recommendations from that review.

The report was noted for information.

ITEMS FOR INFORMATION

9248. *Reference Material Reviewed:* Ontario Association for Applied Architectural Sciences (OAAAS) Report to Council dated June 15, 2021. **(APPENDIX 'T')**

The report was noted for information.

9249. *Reference Material Reviewed:* Canadian Architectural Licensing Authorities (CALA) Regulators Agenda – June 4, 2021. **(APPENDIX 'U')**

The report was noted for information.

9250. *Reference Material Reviewed:* Canadian Architectural Certification Board (CACB) Semi-annual report, May 27, 2021. **(APPENDIX 'V')**

The report was noted for information.

OTHER BUSINESS

9251 Comments addressed here were minuted under numbers 9240.

A Council member requested that future reports from the survey consultant be consistent in font and display size.

DATE OF NEXT MEETING

9252.. The next regular meeting of Council is Thursday September 23, 2021 at 9:30 a.m. via Zoom.

ADJOURNMENT

9253. **It was moved by Longlade and seconded by Vilardi that the meeting be adjourned at 2:45 p.m.**

-- CARRIED UNANIMOUSLY

President

Date