

## Ontario Association of Architects

Meeting #279 Open

MINUTES

January 20, 2022

The two hundred and seventy ninth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday January 20, 2022 via Zoom.

<b>Present:</b>	Susan Spiegel	President
	Paul Hastings	Vice President Regulatory
	Jennifer King	Vice President Communications
	Natasha Krickhan	Vice President Education
	Kristiana Schuhmann	Vice President Strategic
	Settimo Vilardi	Vice President Practice
	Farida Abu-Bakare	Councillor
	J. William Birdsell	Councillor
	Yan Ming (Pearl) Chan	Councillor
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee
	Christina Karney	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Lara McKendrick	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Clayton Payer	Councillor
	Greg Redden	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Andrew Thomson	Councillor
	William (Ted) Wilson	Councillor
	Marek Zawadski	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
<b>Regrets:</b>	None	
<b>Guests:</b>	Mélisa Audet	Manager, Practice Advisory Services
	Camelia Bostan	Administrator, Licence
	Melanie Walsh	Manager, Finance

New Council members, Chan, Karney, Redden, Wilson, and Zawadski and Lieutenant Governor in Council Appointee (LGIC) Fawcett-Smith were extended a welcome to the meeting by the President.

The President noted a land acknowledgement video from the Métis Nation of Ontario as recommended by Lieutenant Governor in Council appointee, Michelle Longlade 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

9353. The President noted that the following item would to be added to the agenda:

8.1 Administration of the 2022 Examination for Architects in Canada (ExAC)

**It was moved by Longlade and seconded by Mintz that the agenda for the January 20, 2022 open meeting be approved as amended.**

-- CARRIED

### **APPROVAL OF MINUTES**

9354. *Reference Material Reviewed:* Draft minutes of the December 10, 2021 Open Council meeting.

The draft minutes of the December 10, 2021 Open Council meeting were reviewed.

**It was moved by Vilardi and seconded by Mintz that the minutes of the December 10, 2021 Open Council meeting be approved as circulated.**

-- CARRIED

### **BUSINESS ARISING FROM THE MINUTES**

9355. There was no business arising from the minutes.

### **ITEMS FOR REVIEW AND APPROVAL**

9356. Election of Officers (*oral*)

Camelia Bostan, OAA Administrator Licence joined the meeting at 11:20 a.m.

The Registrar conducted the Election of Officers. As no Members-at-Large were present, the Registrar introduced two staff as possible scrutineers Executive Assistant, Executive Services, Tina Carfa and Administrator, Licence, Camelia Bostan for Council's confirmation.

The Scrutineers for the election were confirmed by Council.

Mills reported that Susan Speigel has been acclaimed to serve as President for 2022 and Settimo Vilardi acclaimed to serve as Senior Vice President and Treasurer for 2022.

Mills asked Council to confirm the number of Vice Presidents for 2022.

It was suggested by a member of Council that the Executive is too large and to reduce the number of Vice President for 2022 to four.

A Council member suggested that five Vice Presidents is suitable to facilitate the distribution of the workload, adding that it enhances the diversity with respect to feedback and discussion among Executive. The current structure was not seen as being cumbersome.

Council voted to approve the number of Vice Presidents for 2022.

Mills announced that the majority of Council voted for five Vice Presidents for 2022.

Mills announced that the following members of Council were acclaimed to serve as Vice Presidents for 2022: Paul Hastings, Christina Karney, Jennifer King, Natasha Krickhan, and Deo Paquette.

Mills and Council congratulated the members of Executive for 2022.

Doyle noted that in the following week the Vice President will be assigned their portfolios based on interest and best fit, followed by assignment of the committees under each one's portfolio.

It was noted by Doyle that following the Strategic Planning Exercise and implementation of the Plan over the next few months could result in some adjustments to the portfolios and committee mandates.

9357. *Reference Material Reviewed:* Memorandum from the Executive Director, Kristi Doyle dated January 11, 2022 re. Process for Council Nominations to the Pro-Demnity Insurance Company (Pro-Demnity) Board of Directors and attached background information. **(APPENDIX 'A')**

Doyle reported that Past President, Kathleen Kurtin's term on Council ended in 2021 and that the interlocking directors are generally members of the Council. It is being recommended however that Kurtin continue to serve as Director until the March 3 Council meeting, at which time a new Board member will be appointed. It will allow for Kurtin to complete her work on the Nominations Committee and attend the February Board meeting.

Newly elected to the position of SVP and Treasurer, current Board member Settimo Vilardi will now move into the role ex-officio which will leave an additional vacancy on the Board.

It was suggested by Doyle that Council members interested in serving on the Pro-Demnity Board submit their indications of interest to Carfa along with a statement prior to the March Council meeting. The appointment of the two new interlocking directors will occur at the March Council meeting.

**It was moved by Vilardi and seconded by Mintz that Kathleen Kurtin continued to serve as Interlocking Director on the Pro-Demnity Insurance Company Board of Directors up to the March 3, 2022 Council meeting where at such time a new Interlocking Director be appointed.**

-- CARRIED

9358. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 14, 2022 re. Proposed Amendment to OAA By-laws – Schedule A and attached background information. **(APPENDIX 'B')**

Doyle reported that with the integration of the OAA Technology Program into the OAA, responsibility for collecting the fees for Technologists OAAAS resides with the OAA.

A member of Council requested some clarification with the implementation of a separate heading for the Technologists in the Schedule A.

Doyle responded that the amendment is procedural and is a fee for enrolment in the technology program. This type of member is currently not named in the legislation and therefore this approach facilitates the proper collection of the fee.

It was noted by Doyle that further consideration will be made in the next year with respect to the Technologist OAAAS' title with the dissolution of the Ontario Association for Applied Architectural Sciences (OAAAS) as well as the amount of the fee among many other policy and procedural matters.

**It was moved by Longlade and seconded by Vilardi that Schedule A to the OAA By-laws be approved as circulated reflecting fees for enrollment in the OAA Technology Program.**

-- CARRIED

The President reported that the reappointment to the 2030 Workforce Coalition would be reported next on the agenda.

9359. Appointment of OAA Representative to 2030 Workforce Coalition (*oral*)

The Vice President Strategic reported that the current member on the coalition, Mae Shaban is being recommended for reappointment by the Sustainable Built Environments Committee (SBEC).

**It was moved by Schuhmann and seconded by King that Mae Shaban be reappointed for a consecutive one-year term as the OAA Representative to the Workforce 2030 coalition.**

-- CARRIED

Bostan left the meeting at 12 noon.

Council broke for lunch at 12 noon and resumed at 1:00 pm.

9360. *Reference Material Reviewed:* Memorandum from Comprehensive Education Committee dated January 13, 2022 re. Report on the Call for Presenters for the OAA Conference 2022 and attached supporting documentation. **(APPENDIX 'C')**

The Vice President Education Reported on the proposed sessions being offered for the Conference. Included are the breakout sessions set to accommodate 40-50 per room in the proposal. Work is underway to finalize larger room sessions of up to 400 attendees.

A member of Council requested some clarification as to the content of submissions under the Call for Presenters that were not selected by the Committee.

The Vice President Education responded that the decisions varied such that some were more geared to product exposure and sales and alternatively were offered a sponsorship opportunities and others were off topic from the theme.

**It was moved by Longlade and seconded by Krickhan that the roster of Continuing Education sessions for the 2022 OAA Conference be approved as circulated.**

-- CARRIED

9361. *Reference Material Reviewed:* Memorandum from Communications Committee dated January 12, 2022 re. Proposed Tour Roster 2022 and attached supporting documentation. **(APPENDIX 'D')**

The Vice President Communications reported on the proposed tours for the 2022 Conference.

A member of Council enquired as to the source of the proposals.

The Vice President Communications responded that some were recommended by the conference organizer, MCC while others came from the host society, Toronto Society of Architects. There was also a public 'call for tours' issued by the OAA in the fall.

**It was moved by Redden and seconded by King that the roster of Tours for the 2022 OAA Conference be approved as circulated.**

-- CARRIED

9362. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle and Manager Education and Development, Ellen Savitsky dated January 20, 2022 re. Requirement for Mandatory learning under the OAA's Continuing Education Program and attached supporting documentation. **(APPENDIX 'E')**

Doyle reported that further to feedback from societies, and looking at the overarching lens of priorities of Council it is suggested that climate stability would be the most appropriate topic to constitute the mandatory education component of the next cycle. There will be a requirement of 2 hours on the topic for that cycle. Additional details were noted in the memorandum to Council.

**It was moved by Krickhan and seconded by Redden that Council approve the direction that each member will be required to complete two hours of structured learning during the next Continuing Education cycle which begins July 1, 2022 that is focused on addressing the climate crisis,**

**sustainability and/or energy conservation; and, that staff be directed to develop the appropriate communications to members to be delivered at the appropriate time.**

-- CARRIED (3 opposed)

9363. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 12, 2022 re. Barrie Community Energy and Greenhouse Gas Reduction Plan and attached supporting documentation. **(APPENDIX 'F')**

Councillor Thomson reported that the OAA was invited to participate as a stakeholder of the Advisory Group and that he had fulfilled that role over the last 18 months.

Doyle noted that clarification would be required with respect to sending information obtained through the TEUI calculation from buildings for the OAA awards program, adding that it may be added in subject to mutual agreement by the designer/owner.

Councillor Thomson noted that there is no commitment by the OAA for a specific time commitment and members have the option to provide technical information if they wish. If Council agrees to participate, it is suggested that the OAA logo be used in communications. It was also suggested that the City be permitted to make use of the TEUI calculator.

A member of Council enquired as to whether there is an opportunity for mayors of other municipalities to speak with each other on this issue, noting that the report was very informative and should prove to be quite useful.

Councillor Thomson confirmed that there are annual meetings of the mayors to facilitate this type sharing of information and therefore it is certainly possible.

A Council member enquired as to whether this information could be shared at Conference.

Councillor Thomson responded that there would be an interest in sharing the plan at this year's Conference.

**It was moved by Thomson and seconded by McKendrick that Council receive the Barrie Community Energy and Greenhouse Gas Reduction Plan; and, approve support for the Plan as well as continuation of OAA involvement in an advisory role; and that that the OAA logo be included.**

-- CARRIED (1 opposed, 1 abstention)

## **ITEMS FOR DISCUSSION**

9364. There were no items for discussion.

## **EXECUTIVE COMMITTEE REPORTS**

9365. *Reference Material Reviewed:* Activities for the months of December-January. **(APPENDIX 'G')**

The report was noted for information.

9365. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 10, 2022 re. Update on Activities of the Executive Director. **(APPENDIX 'H')**

The report was noted for information.

9366. Governance Committee Update *(oral)*

The President reported that the Committee is working on a robust, detailed program for the Strategic Planning Session in advance for Council's review. The key is to put in practice our strategic goals and objectives rather than staying in the realm of concept.

A Council member enquired as to whether Council will be checking that it is on course going forward to ensure that the plan is being followed.

It was noted by a member of Council that the consultants appeared to possess a complete understanding of the role of the regulator and that the final plan will have recommendations around evaluation of the progress made around the strategic plan over the next five years.

9367. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle and Manager Finance, Melanie Walsh dated January 11, 2021 re. Unaudit4d Financial Statements for the Twelve Months Ended November 30, 2021 and supporting documentation. **(APPENDIX 'I')**

Doyle reported that as part of the year end process, finance is reconciling and closing the books, adding that a surplus is being anticipated about outlined in the memo. Based on that surplus, staff is recommending allocation to the various OAA reserves accordingly.

It was noted by Doyle that there is currently no pay down option on the headquarter building's mortgage for the current 5 year term. Doyle reminded that the OAA moved the mortgage over to CIBC from Scotia as there was an opportunity for a considerably reduced interest rate. Part of the agreement was that there be no pay downs for the initial term.

Doyle noted that an RFP will be sent out shortly for the OAA's annual auditing services, adding that the current auditor has been with the OAA for a few years and that the RFP is an exercise in due diligence.

A member of Council enquired as to how the reserve allocations were calculated.

Walsh responded that Council has established a policy for each of the reserve funds. The amounts suggested were at the recommendation of Walsh and Doyle to maximize efforts to reach the full amount suggested for each reserve. In addition, the Building Reserve Fund Study is taken into consideration. There is attention given to increasing the legal reserve since it is relatively new.

It was suggested by a Council member that the thresholds be reported for the next meeting of Council.

A Council member requested some clarification with respect to the line item on the reserve not being reported in the budget.

Walsh responded that according to accounting standards it is not appropriate to include an allocation for reserves in the annual operating budget.

A Council member enquired as to how the funds from the building reserve to be accounted going forward.

Doyle responded that the building reserve fund study is now the guide and the Building Committee will liaise with the Budget Committee to ensure that the funds needed are incorporated in the capital budget.

It was suggested by a member of Council that a reserve fund be created titled 'fee stabilization fund' to assist members as a substitute for increases in the annual fees.

Doyle responded that there is a Financial Hardship Policy in place to assist members where required and that both that policy and the Leave Policy are being actively used by members each year.

Doyle noted that the financial statements are not yet finalized noting that any additional surplus remaining will allocate to unrestricted reserves and any decrease in what is being anticipated will be taken from the recommended allocation, proportionately.

**It was moved by Hastings and seconded by Wilson that Council approve the allocation of the 2021 anticipated surplus as follows:**

<b>Operating Reserve Fund</b>	<b>\$200,000</b>
<b>Major Capital Reserve Fund</b>	<b>\$500,000</b>
<b>Legal Reserve</b>	<b>\$100,000</b>

-- CARRIED (1 opposed)

9368. *Reference Material Reviewed:* Memorandum from the Vice President Strategic, Kristiana Schuhmann dated January 6, 2022 re. Update on the activities under the Vice President Strategic portfolio and attached background information. **(APPENDIX 'J')**

The Vice President Strategic reported that in addition to the information contained in the report, the agreement with the University of Toronto's Long Term Care (LTC) Facilities Study is in the process of being finalized.

The report was noted for information.

9369. *Reference Material Reviewed:* Memorandum from the Communications Committee dated January 12, 2022 re. Communications Committee Update and attached background information. **(APPENDIX 'K')**

The Vice President Communications reported.

The report was noted for information.

9370. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings and Registrar, Christie Mills dated January 10, 2022 re. Activities under the Registrar – Annual 2021 Review and attached background information. **(APPENDIX 'L')**

The Vice President Regulatory reported.

It was noted by a Council member that the growth in architects appeared to be somewhat lower than usual.

Mills responded that December is typically a transition period and it is not an anomaly.

A Council member suggested that the lack of growth may be due in part to the pandemic.

The report was noted for information.

9371. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated January 12, 2022 re. Report from Vice President Practice. **(APPENDIX 'M')**

The Vice President Practice reported and expressed his appreciation to the work undertaken by Practice Advisory Services (PAS) in the past year.

A member of Council requested some clarification as to whether there will be a return to RFP alert notifications noted that they seem to have decreased.

The Vice President Practice responded that in some cases PAS receives the RFP from the member only days before it closed and therefore the period of opportunity has already passed adding that the process is detailed and time consuming.

Audet noted that RFP alerts is generally a reactive program. Some research is underway to look at the program from a proactive perspective such as through education with a focus on the clients by way of municipalities, schools, etc.

A Council member enquired as to any strategies around professional fees that might tie into the report.

The Vice President Practice responded that one strategy is to look at information and data gathered by OAA or Pro-Demnity and using the website as a clearing house for information pertaining to fees, and how to best calculate them based on examples.

It was noted by the Vice President Practice that there have been discussions with respect to managing and pricing risk. Royal Institute of British Architects (RIBA) have created a tool to calculate fees and also acts as a database to share among firms.

The report was noted for information.

9372. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated January 11, 2022 re. Overall Statistics of the PAS Hotline, Practice Advisory E-newsletters and Update on Requests for Proposals (RFPs) monitoring and attached supporting documentation. **(APPENDIX 'N')**

The Vice President Practice reported that in addition to the report, there has been a 10% increase in member compliance with the mandatory education component of the current cycle. It was noted a productive meeting was held with Indigenous architects recently on the K-Grade 12 resource guide.

The report was noted for information.

9373. *Reference Material Reviewed:* Memorandum from the Vice President Education, Natasha Krickhan dated January 12, 2022 re. Report from Vice President Education. **(APPENDIX 'O')**

The Vice President Education reported that revenue from webinars is 20% higher than budgeted. Currently, 30% are compliant with the mandatory education requirement for this cycle.

It was noted by the Vice President Education that the Comprehensive Education Committee is continuing to review funding for the Green Retrofit Program to develop and offer energy advisor training.

The report was noted for information.

## **ITEMS FOR INFORMATION**

9374. *Reference Material Reviewed:* Memorandum from President, Susan Speigel and Executive Director, Kristi Doyle dated January 12, 2022 re. Report on Annual Society Meetings Fall 2021 – Building Our Partnership: Societies and the OAA. **(APPENDIX 'P')**

The President reported that virtual meetings with Societies have been completed with very positive feedback. The community outreach was generally limited to the topic of climate stability and ways to support one another from a regulatory and advocacy perspective. Ideas stemming from the discussions include implementing courses, peer-to-peer interactions, live pages and tools for architects to use with clients. A good example to use would be the OAA building's performance, as well as the life cycle energy costs and payback.



A Council member noted the use of Passiv house and promoting the use of it. It was recommended that cross-country collaborations be held where members can share best practices. It was suggested that establishing a chat for members would facilitate the initiative.

It was suggested by a member of Council that the Ontario Building Code adopt the integration of requirements to address climate crisis issues. It was suggested that LEED set the bar to establish the basis for other programs.

The report was noted for information.

## **OTHER BUSINESS**

9375. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 18, 2022 re. Next Administration of ExAC – Examination for Architects in Canada and attached background information. **(APPENDIX 'Q')**

Doyle reported that the next national administration of ExAC is currently scheduled for February 28/March 1. A national discussion was held with respect to whether to proceed with the exam given the current restrictions due to the pandemic. Each jurisdiction will be making its own determination whether to proceed or defer.

It was indicated by Doyle that Council may wish to consider the option of waiting to receive feedback from the government on the lifting of restrictions then proceed to hold the exam at the end of February or defer to May. Doyle confirmed that that some provinces are proceeding in February unless they are shut down.

A member of Council enquired as to whether, in spite of a lift in restrictions, some accommodation would be made for those members who still do not have a level of comfort in writing the exam in person.

Doyle responded that members will have the option to postpone their exam until the next administration in November.

The Council member suggested that the dates for the exam should be scheduled in the future at a period where there is a low time for transmission of the virus.

It was noted by a Council member that they received feedback from interns who are anticipating that a decision is rendered as early as possible to allow time for them to make plans. Some clarification was requested where in the case where the Toronto location be shut down that an alternate site may be used.

It was suggested by Doyle that the Province be treated uniformly, adding that there would be complications in moving interns to different locations.

A Council member suggested that a decision await the government's announcement. This would allow for 3-4 weeks to ensure protocols and rules as met with respect to COVID requirements.

Doyle noted that should the exam proceed, the next step would be to source out invigilators and staff who are comfortable with the in person environment.

It was suggested by a member of Council that the regulators may wish to consider shifting to an on-line format for future administrations of the exam.

Doyle responded that there are issues to be addressed with respect to an on-line format noting the lack of French proctoring, and that the format of the current exam is was not designed for the online format. Having said that there is work underway at the national level to determine the best approach to an online exam for the future.

**It was moved by Birdsell and seconded by Schuhmann that the next sitting of the Examination for Architects in Canada (ExAC) scheduled for February 28/March 1, 2022 proceed.**

-- CARRIED (5 opposed)

**DATE OF NEXT MEETING**

9376. The next regular meeting of Council is Thursday March 3, 2022 at 9:30 a.m. via Zoom.

The Strategic Planning Session is scheduled over three days: Thursday February 3, 2022 from 3-6 p.m., Friday February 4, 2022 from 12:30-4:30 p.m., and Thursday February 10, 2022 from 3-6 p.m. via Zoom

**ADJOURNMENT**

9377. **It was moved by Vilardi and seconded by Redden that the meeting be adjourned at 2:52 p.m.**

-- CARRIED UNANIMOUSLY

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President

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Date