

## Ontario Association of Architects

Meeting #287 Open

MINUTES

April 27, 2023

The two hundred and eighty seventh meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday April 27, 2023 at OAA Headquarters, 111 Moatfield Drive, Toronto and virtually via Zoom.

<b>Present:</b>	Settimo Vilardi	President
	Ted Wilson	Senior Vice President and Treasurer
	Susan Spiegel	Immediate Past President
	Christina Karney	Vice President
	Kristiana Schuhmann	Vice President
	Farida Abu-Bakare	Councillor ( <i>virtual</i> )
	Loloa Alkasawat	Councillor
	Ida Badre	Councillor ( <i>virtual</i> )
	J. William Birdsell	Councillor
	Kimberly Fawcett-Smith	Lieutenant Governor in Council Appointee
	Natasha Krickhan	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee ( <i>virtual</i> )
	Lara McKendrick	Councillor ( <i>virtual</i> )
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Clayton Payer	Councillor
	Greg Redden	Councillor ( <i>virtual</i> )
	Thomas Yeung	Councillor
	Marek Zawadzki	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
	Erik Missio	Manager, Communications ( <i>virtual</i> )

**Regrets:** None

**Guests:** None

The President called the meeting to order at 1:20 p.m.

The President noted a land acknowledgement video *Indigenous Canada – A Story to Tell* <https://www.youtube.com/watch?v=OzpKdPEBLfQ> would be shared with Council as an acknowledgement and recognition of the indigenous land and its people.

The President welcomed staff in attendance at the meeting.

### DECLARATION RE CONFLICT OF INTEREST

The President called for declaration of any conflicts of interest.

Councillor Redden declared a conflict of interest for discussion relating to the appointment of a Chair to the Experience Requirements Committee.

### AGENDA APPROVAL

9573. The President reported that the following item will be added to the agenda:  
8.1 Canadian Architectural Certification Board (CACB) – Amended 2023 Budget

**It was moved by Spiegel and seconded by Mintz that the agenda for the April 27, 2023 open meeting be approved as amended.**

-- CARRIED

### **APPROVAL OF MINUTES**

9574. *Reference Material Reviewed:* Draft minutes of the March 2, 2023 Open Council meeting.

The draft minutes of the March 2, 2023 Open Council meeting were reviewed.

**It was moved by Karney and seconded by Birdsell that the minutes of the March 2, 2023 Open Council meeting be approved as circulated.**

-- CARRIED

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

9575. There was no business arising from the minutes.

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

9576. Appointment of Chair of Experience Requirements Committee & Assignment of Council Liaison  
*(oral)*

Councillor Redden left the meeting at 1:24 p.m.

Mills reported.

**It was moved by Karney and seconded by Schuhmann that Council approve the appointment of OAA member Michelle Grant as Chair to the Experience Requirements Committee**

-- CARRIED

Councillor Redden returned to the meeting at 1:26 p.m.

9577. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated April 11, 2023 re. Membership Demographic Survey 2023 and attached supporting documentation.  
**(APPENDIX 'A')**

The President referred to Doyle's report noting that a few suggestions have been made including the recommendation that the survey be uncoupled from the fees invoice due to feedback that this complicates the process. . This year when a separate bulletin was sent to remind of the survey the response rate grew dramatically. It is also being recommended that consideration be given to the frequency of the survey and that it might be changed due to the lower participation and no notable changes in the results.

Doyle reported that suggestions and observations are being given on the operational aspect of the survey. Further, it is being suggested that the language and terms used within the survey also be reviewed prior to the next administration to ensure currency.

It was noted by Doyle that Council may wish to consider engaging the original survey consultant, Nicole Bernhart who is an EDI specialist to assist in the review.

A Council member suggested that a review of the questions at this time is unnecessary as the survey is relatively new.

A member of Council suggested that it be viewed less as a survey and more of a touchpoint of where the membership is at it might illicit more responses.

Doyle noted that while the term survey is being used, it is communicated as a yearly check in on demographics adding, however, that it has become complicated when coupled to the fee renewal. Doyle suggested that alternatively, regular notices in the OAA News be placed to remind the membership to provide its feedback. The survey would still be done around renewal time, at the beginning of the year, however not embedded as part of the invoices process.

A member of Council enquired if it would be an option to include a one page of demographics annually coupled with a more extensive survey every three years.

Doyle responded that the next full member and practice surveys are scheduled for 2025 in following with the five-year Strategic Plan.

It was noted by a Council member that there are cases where the annual fee is paid by an administrative person for the member which would mean the survey would not be completed by those individuals and therefore, decoupling from the invoice would be appropriate.

A Council member suggested that there be some communication with members regarding the use of the information received, such that it will be taken into account by Council. The latest report will be posted to the website along with the first two administration reports following the Council meeting.

Doyle responded and reminded that there will be an EDI roundtable for practices in the fall which will draw its agenda and content, in part, from the information provided by the survey.

A member of Council enquired as to what the OAA can do to assist someone who is unhappy in their workplace.

It was noted by a Council member that the OAA provides resources such as mandatory ConEd and shared messaging.

A member of Council noted that having the information from the survey brings awareness to EDI and therefore collection of the information is important.

**It was moved by King and seconded by Speigel that Council direct a review of the membership demographic survey and corresponding results by staff and designated Council members with a view to considering:**

- i) Whether the questions posed in the survey remain current and appropriate given feedback received to date as well as any changes around EDI language and protocols;**
- ii) Whether the survey should continue to be administered on a yearly basis, or change to a different interval of time;**
- iii) Whether any trends can be identified based on data gathered to date; and**
- iv) Whether consideration be given to engaging an outside consultant to assist with this exercise, as appropriate.**

-- CARRIED UNANIMOUSLY

9578. *Reference Materials Reviewed:* Memorandum from Executive Director, Kristi Doyle dated April 17, 2023 re. Engineers, Architects and Building Officials (EABO) – Required Occupancy Documents and attached supporting documentation. **(APPENDIX ‘B’)**

The President reported that the checklist was developed through EABO and subsequently reviewed by the Practice Resource Committee (PRC) and Practice Advisory Services (PAS) staff. The list is detailed and captures significant information.

A member of Council noted on page 2 of the checklist that the headers need to continue through.

A member requested clarification as to how the form is to be implemented as well as ownership. The President responded that the intent is to have a list available for the building department to use as a check list to verify documents viewed and/or received.

Doyle noted that this would be seen as an industry-wide best practice document belonging to EABO and endorsed by the members organizations of EABO. She added however that organizations such as the Ontario Building Officials Association (OBOA) cannot enforce its use. As it becomes more widely accepted it may be incorporated throughout.

It was noted by a Council member that the fire safety plan is the responsibility of the owner and not the consultant.

It was suggested by a Council member that it could be amended to read 'owners and/or consultants'.

A Council member noted that septic is approved by the Ministry of Health and should belong in a separate section.

The President noted it is more of a checklist to show completion. Feedback from Council will be brought to EABO with Council approval subject to the above amendments/clarifications.

**It was moved by Birdsell and seconded by Krickhan that Council approve the Engineers, Architects and Building Officials (EABO) checklist for Required Occupancy Documents subject to satisfactory clarification as to responsibility for individual items as approved by Council; and, that the final document be shared as an approved industry standard with the membership**

-- CARRIED UNANIMOUSLY

9579. *Reference Materials Reviewed:* Memorandum from the Governance Committee dated April 10, 2023 re. Draft Terms of Reference – OAA Continuing Education Advisory Committee and attached supporting documentation. **(APPENDIX 'C')**

Doyle reported.

A Council member suggested that in light of the demographics survey, the ConEd Advisory Committee should look at and review its results to identify ConEd offerings as required.

It was moved that the mandate is focused with clear in the Terms of Reference for the Committee. The Committee would be tasked with reviewing EDI webinar proposals should Council identify that as a priority in terms of the ConEd program.

**It was moved by Wilson and seconded by Spiegel that Council approve the terms of reference for the OAA Continuing Education Advisory Committee as presented to Council on April 27, 2023.**

-- CARRIED UNANIMOUSLY

9580. *Reference Materials Reviewed:* Memorandum from Senior Vice President and Treasurer, Ted Wilson dated April 14, 2023 re. Council Policy Amendments – *Reimbursement for Councillors, Committee Members, and Volunteers* and attached supporting documentation. **(APPENDIX 'D')**

The Senior Vice President and Treasurer reported.

A member of Council enquired as to whether there would be any concern with respect to costs depending on the number of past Councillors in a given year.

The Senior Vice President and Treasurer responded that costs will vary depending on the location of the conference and place of residence.

A Council member enquired as to why this policy only applies to Councillors and not to Long Standing Members.

It was noted by a Council member that the policy only outlines reimbursement specific to Councillors, Committee members and volunteers.

Doyle noted that the number of Long Standing members appears to be increasing each year.

**It was moved by Mintz and seconded by Karney that amendments to the Council policy Reimbursement for Councillors, Committee Members, and Volunteers be approved as amended and presented to Council on April 27, 2023**

-- CARRIED UNANIMOUSLY

9581. *Reference Materials Reviewed:* Memorandum from the Communications and Public Education Committee (CPEC) dated April 11, 2023 re. CPEC Update and Theme for the 2024 OAA Conference and attached supporting documentation. **(APPENDIX 'E')**

Vice President Karney reported.

It was suggested by a member of Council that the Committee may wish to create a central reservoir to place articles and ideas related to this theme into a central gathering place of information for future review in a similar fashion to the use of Evernote by Policy and Government Relations staff. This would allow planning to start now.

A Council member suggested that a survey of the members be conducted to gauge the effect that the theme of the Conference has on their decision to attend. If the feedback is negative then consideration could be made to just name it "The Conference".

Doyle noted that collection of ideas and articles can and will start now. Ideas can be sent to her, and will be centralized moving forward. Work on the 2024 Conference commences immediately following the end of the current year's Conference.

It was noted by Vice President Karney that there was immediate consensus within CPEC on the theme for the 2024 Conference.

A member of Council enquired as to whether envelope design will be included as part of the theme.

Vice President Karney responded that the theme was made to be more overarching so as to include many aspects of practice and the profession including the envelope.

It was suggested by a Council member that a list of past conferences be made available to view. Staff noted that this information is available on the OAA website as past conference details, themes and programming is archived accordingly.

**It was moved by Karney and seconded by Alkasawat that Council approve the Communication and Public Education Committee's recommendation for Housing: Pushing the Envelope to be the 2024 OAA Conference theme.**

-- CARRIED UNANIMOUSLY

**ITEMS FOR DISCUSSION**

9582. *Reference Materials Reviewed:* Memorandum from Registrar, Christie Mills dated April 17, 2023 re. *Fair Access to Regulated Professions and Compulsory Trades Act (FARPACT)* and attached background information. **(APPENDIX 'F')**

Mills reported that an exemption from the legislation regarding Canadian Experience was submitted by the OAA in January. There is some concern since December of this year is the deadline, given that a response has not been received. It is expected that by the fall that the government is to make a determination as to alternatives that would be acceptable.

It was noted by Mills that the government is continuing to make amendments monthly to share with the stakeholders followed by further amendments.

The report was noted for information.

9583. *Reference Materials Reviewed:* Memorandum from Immediate Past President, Susan Speigel and Councillor, Natasha Krickhan dated April 14, 2023 re. K-12 Big Think – understanding the state of architecture education for elementary and secondary school students. **(APPENDIX 'G')**

The Immediate Past President reported that the Big Think roundtable is scheduled for July. One of the goals of this roundtable is to arrive at a recommendation regarding a third party willing to move the K-12 guide ahead, as appropriate. Speigel reminded as well that the OAA is not in a position to write curriculum.

The report was noted for information.

## **EXECUTIVE COMMITTEE REPORTS**

9584. *Reference Material Reviewed:* President's Activities for the months of March-April. **(APPENDIX 'H')**

The report was noted for information.

9585. *Reference Material Reviewed:* Report from Executive Director, Kristi Doyle dated April 27, 2023 re. Executive Director Report to Council. **(APPENDIX 'I')**

The report was noted for information.

9586. *Reference Material Reviewed:* Memorandum from Registrar, Christie Mills dated April 13, 2023 re. Office of the Registrar Statistical Report to Council and attached background information. **(APPENDIX 'J')**

The report was noted for information.

9587 *Reference Material Reviewed:* Memorandum from Senior Vice President & Treasurer, Ted Wilson dated April 27, 2023 re. Unaudited Financial Statements for the Three Months Ended February 28, 2023 and attached supporting documentation. **(APPENDIX 'K')**

The report was noted for information.

9588 *Reference Material Reviewed:* Memorandum from the Governance Committee dated April 17, 2023 re. Update from OAA Governance Committee. **(APPENDIX 'L')**

The report was noted for information.

9589. *Reference Material Reviewed:* Memorandum from Vice President, Kristiana Schuhmann dated March 31, 2023 re. Practice Resource Committee (PRC) – Update. **(APPENDIX ‘M’)**

The report was noted for information.

9590. *Reference Material Reviewed:* Memorandum from Immediate Past President, Susan Speigel dated April 12, 2023 re. Update on the Policy Advisory Coordination Team’s (PACT) work. **(APPENDIX ‘N’)**

The report was noted for information.

9591. *Reference Material Reviewed:* Memorandum from OAA Building Committee dated April 16, 2023 re. Update re. OAA Landscape Design Competition. **(APPENDIX ‘O’)**

The report was noted for information.

### **ITEMS FOR INFORMATION**

9591. *Reference Material Reviewed:* Regulatory Organizations of Architecture in Canada (ROAC) Agenda dated April 21, 2023. **(APPENDIX ‘P’)**

The report was noted for information.

9592. *Reference Material Reviewed:* Report from the Canadian Architectural Certification Board (CACB) from Executive Director, Mourad Mohand-Said dated April 3, 2023 re. CACB-CCCA Latest Activities. **(APPENDIX ‘Q’)**

The report was noted for information.

### **OTHER BUSINESS**

9593. *Reference Material Reviewed:* Email correspondence to Council dated April 26, 2023 re. message from Chair of the Canadian Architectural Certification Board (CACB) National Standing Committee, Dave Edwards and Amended CACB-CCCA Budget for 2023. **(APPENDIX ‘R’)**

The President reported that the revised budget and per capita funding request is being presented as a result of the national meeting of ROAC the week prior. The President recalled that the OAA, as well as all the other architectural regulators, had included an amount in their 2023 budget which was equal to that which was required in 2022. This amount that reflected operations during COVID, which was substantially less than year’s prior. This amount was not adequate for 2023 given that in person and other operations and administration has resumed.

Doyle noted that the amount being requested now, which is approximately \$12 per architect, matches up with the pre-pandemic amount usually charged to each regulator. ROAC has made a request to the National Standing Committee to review the budgeting process with the CACB to ensure this does not occur in future.

When asked, it was clarified that the per capita amount relates to the accreditation process functions of the CACB only.

It was noted by Doyle that the OAA budget projection for this line item will be changed from \$31,000 to \$60,000 which in turn will have an effect on the surplus at the end of 2023. Funds may be drawn from unrestricted reserves or the contingency. It was noted by Doyle that the BEFA program is building funds which will be reviewed as well to reassess the cost of application to that program for foreign trained individuals.

It was suggested by some Council members that CACB provide more detail in future on its budget as well as more time. The process will need to be better refined with greater clarity in future and that the process be revamped to ensure it is not submitted late.

**It was moved by Wilson and seconded by Krickhan that Council approve the amended 2023 Budget for the Canadian Architectural Certification Board (CACB) which reflects the revised per capita funding amount of \$12.71 per architect; that the OAA's annual operating budget be adjusted accordingly to reflect the OAA's per capita funding requirement for 2023; and, that the OAA support the direction that the National Standing Committee work with the CACB to review the budget for 2024 in detail and to develop a process going forward to reduce the surplus in one stream and the deficit in the other.**

-- CARRIED UNANIMOUSLY

A video outlining the BEFA program was shared with Council.

#### **DATE OF NEXT MEETING**

9594. The next regular meeting of Council is Tuesday June 20, 2023 at 9:00 a.m. at the Northern Water Centre Sudbury, Ontario.

#### **ADJOURNMENT**

9595. **It was moved by Mintz and seconded by Karney that the meeting be adjourned at 3:00 p.m.**

-- CARRIED UNANIMOUSLY

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President

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Date