

## Ontario Association of Architects

Meeting #221 Open

MINUTES

November 7, 2013

The two hundred and twentieth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday September 19, 2013 at the OAA Headquarters, Toronto, Ontario.

<b>Present:</b>	J. William Birdsell	President
	Brad Green	Senior Vice President & Treasurer
	Toon Dreessen	Vice President Communications
	Paul Hastings	Vice President Statutory Activities
	Evangelo Kalmantis	Vice President Regulatory
	Sheena Sharp	Vice President Strategic
	Robert Abrahams	Councillor
	James Farrow	Councillor
	Namita Kanishkan	Lieutenant Governor in Council Appointee
	Susan Lewin	Councillor
	Brian Luey	Councillor
	Wayne Medford	Lieutenant Governor in Council Appointee
	Elaine Mintz	Lieutenant Governor in Council Appointee ( <i>part attendance</i> )
	David C. Rich	Councillor
	Andre Sherman	Councillor
	Anthony Sproul	Councillor
	John Stephenson	Councillor
	Nedra Brown	Registrar
	Kristi Doyle	Executive Director
	Marcia Cooper	Communications Specialist
	Tamara King	Administrator, Website and Communications ( <i>part attendance</i> )
	Marilyn McInnes	Manager, Finance and Administration ( <i>part attendance</i> )
	Tina Carfa	Executive Assistant, Executive Services
<b>Regrets:</b>	Jerry Chlebowski	Councillor

The President called the meeting to order at 1:10 p.m.

### AGENDA APPROVAL

7354. The President noted that the following items are to be added to the agenda:

5.2.a Mortgage Pay Down (*oral*)

8.1 Legal Action Against Member Under the *Occupational Health & Safety Act* – Update

**It was moved by Sproul and seconded by Hastings that the agenda be approved as amended.**

-- CARRIED

### APPROVAL OF MINUTES

7355. *Reference Material Reviewed:* Draft minutes of the September 19, 2013 Open Council meeting.

The draft minutes of the September 19, 2013 Open Council meeting were reviewed.

**It was moved by Stephenson and seconded by Dreessen that the minutes of the September 19, 2013 Open Council meeting be approved as circulated.**

-- CARRIED

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

7356. Doyle reported that staff would like ensure that they have captured the intent of the motions from the last Council meeting regarding changes to the 2014 OAA Awards Program. The motions were as follows:

***It was moved by Dreessen and seconded by Mintz that Council approve the proposed change to the OAA's Honours and Awards program such that the Concepts and Presentations Category be renamed to "Ideas and Presentations"; and, that there be two awards given, one for Artifact and the other, Concept.***

*An amendment to the motion was made:*

***It was moved by Sproul and seconded by Chlebowski that the motion be amended such that the title of the award be changed simply to the "Concepts" Category.***

-- CARRIED (2 abstentions (Mintz, Sharp))

***It was moved by Dreessen and seconded by Mintz that Council approve the proposed changes to the OAA's Honours and Awards such that the Concepts and Presentations Category to be renamed to the "Concepts Category" and that there be 2 awards.***

-- CARRIED (1 opposed, 2 abstentions (Mintz, Sharp))

Doyle noted that there are two awards with no sub-categories.

Cooper indicated that the Task Group was looking to simplify the process. With this structure any object, building, or project will be judged under the same category. There is some concern that with categories the jury would be assessing everything from furniture to master planning projects.

A member of Council noted that the category was simplified since otherwise there will be few submissions. The new awards category will be explained to the candidates.

A Council member suggested that it appears that the motion is not explicit and there will be two awards. In a conference call of the Task Group, it was expected that there would be one artifact and one concept award.

A member of Council indicated that the award should be judged based on the design and not the type of project.

Council reconfirmed its original intent such that the awards be renamed "Concepts Category" and that there be no sub-categories under that heading such that all submissions will be judged together.

King left the meeting at 1:15 p.m.

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

7357. 2014 OAA Draft Budget (*oral*)

The Senior Vice President and Treasurer report.

**It was moved by Green and seconded by Farrow that the 2014 OAA Budget be approved as circulated.**

-- CARRIED

McInnes left the meeting at 1:30 p.m.

7358. *Reference Material Reviewed:* Memorandum from President, Bill Birdsell dated October 29, 2013 re. Draft Budget 2014 – International Relations Committee and attached background information. **(APPENDIX 'A')**

The President reported.

**It was moved by Sharp and seconded by Green that the International Relations Committee Budget for 2014 be approved as circulated.**

-- CARRIED

7359. *Reference Material Reviewed:* Memorandum from the Conference Committee dated October 18, 2013 re. OAA Conference 2014 and 2016. **(APPENDIX 'B')**

The Vice President Communications reported that the Conference Committee will be attending a site visit in Montreal next week to look at venues for the opening reception.

It was suggested by the Vice President Communications that to thank the sponsors, Council is encouraged to attend the sponsor dinner at the Conference.

The Vice President Communications indicated that the Conference Committee met to discuss a procedure to schedule events during the Conference. It has been recommended that additional events added to the schedule that are outside of the ConEd Program or the usual social events be held in conjunction with the networking lunch. The Committee has requested as well that the deadline for submission of additional events to be added to the schedule for the conference is December 31<sup>st</sup> of the preceding year.

A member of Council noted that with respect to the Sponsor dinner her absence was due to an important industry/networking event which occurred at the same time.

The Vice President Communications indicated that the challenge for the Committee is fit in the events appropriately within a limited amount of space. There needs to be a way to fit in other events so that there is no overlap.

The Council member suggested that the industry event could be held in the same time slot with the alumni receptions.

A member of Council enquired as to whether there is another date when the industry/networking event could be held outside of the Conference.

A Council member responded that the Conference is the best venue since most of the participants are attendees as well. It is important to look at this event from a strategic point of view.

It was suggested by a member of Council that an early notice be circulated to gauge interest in the industry event.

A member of Council enquired as to whether any Ordre des architectes du Québec (OAQ) members should receive a special invitation.

It was suggested by a member of Council that the OAQ has its own conference and should be kept separate.

A Council member suggested that the sponsor dinner be held at a restaurant and not in a room at the hotel.

It was suggested by a member of Council that the dining in the hotel in Montreal will be well set up, adding that an offsite event is very expensive.

The Vice President Communications suggested that the Committee will revisit the schedule and will discuss with the Council member means by which to fit the industry event into the Conference schedule.

**It was moved by Dreessen and seconded by Mintz that Council be encouraged to attend the sponsor dinner and that the procedure for adding additional events/meetings to OAA Conference schedules be approved as circulated.**

-- CARRIED (1 opposed)

7360. *Reference Material Reviewed:* Memorandum from the Conference Committee dated October 18, 2013 re. OAA Conference 2016 and 2017. **(APPENDIX 'C')**

The Vice President Communications reported that the way in which the current Conference is structured, creates some challenges in finding a suitable location to accommodate its needs appropriately. It would be difficult to hold a Conference in Sudbury at this point unless the conference is restructured.

It was suggested by the Vice President Communications that the 2016 Conference be held in Toronto, and in Ottawa for 2017 jointly with the RAIC/Architecture Canada and as part of the 150<sup>th</sup> anniversary of the founding of Canada.

A member of Council noted that the conference locations have been quite predictable, adding that the obvious reasons for not selecting other regions should be overlooked and given more thought.

The Vice President noted that the Conference will be large when held with RAIC. If the format was changed then smaller communities would be able to be considered.

A Council member enquired as to whether it is possible to hold a small conference, adding that the Committee be directed to talk to the City of Sudbury. The architectural interest is important in selecting a venue.

It was noted by a member of Council that there is a need to accommodate enough people for the Celebration of Excellence.

**It was moved by Dreessen and seconded by Mintz that Council approve Toronto as the location for the 2016 OAA Conference and Ottawa for the 2017 OAA Conference.**

-- CARRIED (1 opposed (Stephenson), 1 abstention (Sharp))

7361. *Reference Material Reviewed:* Memorandum from Executive Director and Member of CACB Standing Committee, Kristi Doyle dated October 26, 2013 re. Appointment of Individuals to the Canadian Architectural Certification Board (CACB) and attached background information. **(APPENDIX 'D')**

Doyle reported that Council is being asked to provide its approval for the appointment of three individuals to the CACB Board. All provincial councils will be voting on the proposed appointment at their respective meetings. The actual appointments will be made at the upcoming CACB AGM which will be held on November 15 in Toronto.

**It was moved by Dreessen and seconded by Sharp that the following appointments to the Canadian Architectural Certification Board (CACB) be approved:**

- **Ted Maciurzynski be appointed for a three year term as a CALA representative;**

- **Jana Levitt be appointed for a three year term as a joint representative of CALA/CCUSA; and,**
- **Odile Roy be appointed for a two year term as a joint CALA/CCUSA representative**

-- CARRIED (1 abstention)

7362. Appointment of *Perspectives* Editor (*oral*)

The Vice President Communications reported.

**It was moved by Dreessen and seconded by Hastings that Gordon Grice be reappointed as Editor of OAA *Perspectives* for a three year term and that Emily Waugh be invited as a guest Editor for an upcoming issue of the publication.**

-- CARRIED

7363. *Reference Material Reviewed:* Memorandum from Vice President Practice, Paul Hastings dated October 28, 2013 re. Sealing of Bid Documents and attached background information. **(APPENDIX 'E')**

The Vice President Practice reported that the proposed amendment to the Regulatory notice and OAA position has been supported by a legal opinion and developed by Practice Advisory Services.

A member of Council enquired as to the reason that this would be an issue and the drawings at that point should be ready for construction.

The Vice President Practice responded that while waiting for a permit there may be changes and given schedules and the nature of practice now it is possible that the submitted drawings will be amended and therefore not ready for construction

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

A Council member enquired as to whether this document has been reviewed by ProDem. It was noted that Pro-Demnity Insurance Company (ProDem) is at the table at the Practice Committee meetings.

It was suggested by a member of Council that there be explanatory material added which notes that it is the architect's judgment.

A Council member noted that the government currently requires that bid documents be stamped if going out for tender.

A member of Council expressed some concern that the member would not be taken seriously if the document were issued without a seal.

**It was moved by Hastings and seconded by Green that the proposed revision to the position that the sealing and signing of bid documents is discretionary and that the revision to Regulatory Notice R.1 Architect's Professional Seal – Application be approved.**

-- CARRIED (5 opposed (Green, Stephenson), 2 abstentions)

## **EXECUTIVE COMMITTEE REPORTS**

7364. *Reference Material Reviewed:* Activities for the months of September-November. **(APPENDIX 'F')**

The report was noted for information.

7365. OAA Building Committee Update (*oral*)

The Vice President Strategic reported.

A member of Council enquired as to whether the Building Committee has a plan to roll out the details of the proposed renovations.

The Vice President Strategic responded that the Committee is developing the plan that fits into a 3-5 year period. The main focus is to first improve the envelope. It is recommended that a three year period would be preferred to capitalize on building public awareness, of the OAA's move to meet the 2030 Challenge.

It was indicated by a member of Council that by focusing on meeting the 2030 Challenge there is a potential to neglect other issues such as spatial requirements within the building, and preserving the existing look of the building.

A Council member suggested that there is a need to address other issues along with an estimate of the cost of a consultant.

It was noted by a Council member that there is some concern noted with respect to staff growth within the facility and a need to focus on accommodating that scenario, specifically with respect to ProDem.

A member of Council enquired as to whether there be some form of a referendum of the membership to obtain feedback. Clarification was requested as to whether feedback from the membership was obtained prior to the construction of the existing building.

A member of Council suggested that caution be exercised such that there is a danger of the building being overdeveloped.

A Council member noted that architects are proficient in many areas such as sustainability and creating efficient use of space. Clarification was requested as to whether other scenarios to achieve sustainability have been investigated at a lesser cost.

It was suggested by the Council member that the goal of achieving the 2030 Challenge be tempered with other challenges and issues.

The Vice President Strategic noted that the building is not what would be considered generic office space, adding that it is not necessary to move in the direction of creating that type of environment. The request to add additional office space has been considered and is being worked into the overall plan

It was indicated by the Vice President Strategic that she has confidence in the solution since the façade with not be altered. There is a cost to maintain the building in its current form which is also expensive.

A Council member suggested that the move to asset management be taken on in the consideration of moving to a more sustainable site. A member noted that this has been considered and reconsidered a number of times already and the outcome has always been to keep our building.

A member of Council noted that looking beyond the 2030 Challenge, there needs to be an assessment of other inefficiencies in the building.

It was suggested by a member of Council that consideration be made to hold a special meeting to discuss the issue.

**It was moved by Sharp and seconded by Green that Council allocate an amount up to \$50,000 and direct the OAA Building Committee to proceed with design development on the 2030 Challenge solution including costing, options, scheduling, asset and functional review; and, that a report be presented at the Priority Planning Session in February 2014.**

-- CARRIED (1 opposed (Abrahams), 1 abstention)

7366. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated October 29, 2013 re. Update on Activities of the Executive Director. (**APPENDIX 'G'**)

Doyle reported that all 11 provincial jurisdictions have signed the Canada-U.S. Inter-recognition agreement. To date, 23 U.S. states have signed on with a requirement of five more to ratify the agreement.

It was noted by Doyle that the agreement will come into force as of January 1, 2014. The National Council of Architectural Registration Boards (NCARB) has been given 60 days termination notice with respect to the current agreement.

The report was noted for information.

7367. OAA Mortgage Pay Down (*oral*)

The Senior Vice President and Treasurer reported.

**It was moved by Green and seconded by Kalmantis that Council direct that the OAA mortgage be paid in full on November 28, 2013 at an amount of approximately \$391,812.29.**

-- CARRIED

7368. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Sheena Sharp dated October 29, 2013 re. Update on Activities under the Vice President Strategic Portfolio and attached background information. (**APPENDIX 'H'**)

The Vice President Strategic reported that to date, several roundtables have been held with success such as Affordable Housing.

It was noted by the Vice President Strategic that there is interest in working with the Building Industry and Land Development Association (BILD) and the Residential Construction Council of Ontario (RESCON) to develop another symposium. It is expected that it will take approximately eight months to develop.

Some concern was expressed by a few members of Council that this particular issue is not one that the OAA should be taking a specific position on it since it is multi-faceted.

The Vice President Strategic responded that it is advantageous partnering with other organizations. The solution may not be architectural but it is bringing together other industries to act cohesively in a leadership role.

**It was moved by Sharp and seconded by Luey that Council approve direction to the Practice Advocacy Coordination Team (PACT) to engage in discussions with other industry partners with a goal of gauging interest in defining another symposium on the topic of Housing Affordability with an anticipated budget in the range of \$70,000 over two years.**

-- CARRIED (2 opposed (Abrahams, Green), 3 abstentions)

7369. *Reference Material Reviewed:* Memorandum from The Interns Forum (TIF) dated October 21, 2013 re. The Interns' Forum (TIF) and attached background information. (**APPENDIX 'I'**)

The Chair of TIF reported that Sections 4 and 5 in the report to bring a more integrated approach. The goal is for the group to sunset by the spring of 2014.

The report was noted for information.

7370. *Reference Material Reviewed:* Memorandum from Vice President Communications, Toon Dreessen dated October 25, 2013 re. Communications Committee Update and attached background information. **(APPENDIX 'J')**

The Vice President Communications reported that changes to the "Find an Architect" page on the Website have been finalized. The Committee will be discussing the Website and registration for ConEd at its next meeting.

The report was noted for information.

7371. *Reference Material Reviewed:* Memorandum from the Chair of the Sustainable Built Environment Committee, Susan Lewin dated October 30, 2013 re. Update from the Sustainable Built Environment Committee (SBEC) and attached background information. **(APPENDIX 'K')**

The SBEC Chair reported that for the 2030 District Toronto project, the OAA along with the Building Owners and Managers Association (BOMA) and Sustainable Buildings Canada have been exploring the development of a Memorandum of Understanding to proceed with the establishment of a 2030 district. Sponsorship and grant opportunities are being investigated as well. The goal is to eventually establish the advisory board for the 2030 District as a standalone organization.

It was noted by the SBEC Chair that funds are currently required and will be used for the incubation period for the startup, and salary for the hiring of an executive director.

A Council member enquired as to whether this will lead into an ongoing cost to the Association, adding that is there consideration to continuing funding the project should it be successful.

The SBEC Chair responded that there is no long term financial commitment at this point. There is the possibility for ongoing funding which will be confirmed depending on the progress of the project.

A member of Council indicated that there will eventually need to be funding from other sources in order for the project to be sustainable.

**It was moved by Lewin and seconded by Kalmantis that Council approve the recommendation that the OAA sign on as one of the founding partners for the proposed Toronto 2030 District.**

-- CARRIED (1 abstention)

**It was moved by Lewin and seconded by Hastings that Council approve the recommendation that the OAA contribute \$15,000 to match the \$15,000 contribution from the Building Owners and Managers Association (BOMA) to build a coalition to establish the Toronto 2030 District.**

-- CARRIED

7372. *Reference Material Reviewed:* Memorandum from the Vice President Statutory Activities, Evangelo Kalmantis dated October 24, 2013 re. Update of Activities in the Office of the Registrar. **(APPENDIX 'L')**

The Vice President Regulatory reported.

A member of Council enquired as to whether statistics on the male/female ratio have been obtained.

Brown responded that the Association does not identify gender in its applications or database. A report is run periodically that sorts by title, i.e. Mr or Ms. Graduates from schools appear to be 50/50 but in the profession there remains an imbalance.

A member of Council enquired as to the reason that there are 1,600 Certificates of Practice reported whereas ProDem reported 1,200.

Brown responded that the statistic includes Certificate of Practices holders outside of Ontario.

It was noted by a member of Council that there are 3,407 members reported in the Budget, enquiring as to the estimated number moving into next year.

Brown responded that the estimate is 3,500 to take into account the end of the ConEd Cycle next year. The number may change.

The report was noted for information.

7373. *Reference Material Reviewed:* Memorandum from Vice President Practice, Paul Hastings dated October 29, 2013 re. Practice Committee Update and attached background information. **(APPENDIX 'M')**

The Vice President Practice reported under Engineers, Architects, and Building Officials (EABO) that the engineers have now agreed to the revised general review commitment forms and will be taking it forward to their Council for..

A member of Council enquired as to whether it is the intent that the chief building officials fill out a form.

The Vice President Practice responded that it is expected that the chief building officials will use the form as recommended by EABO.

It was noted by the Vice President Practice that the contractor will be required to sign off rather than the architect or engineer.

The report was noted for information.

7374. *Reference Material Reviewed:* Memorandum from Vice President Practice, Paul Hastings dated October 29, 2013 re. Construction Contract Administration Committee (CCAC) Update and attached background information. **(APPENDIX 'N')**

The Vice President Practice reported that CCAC in concert with Practice Committee are in the process of working together to gather tools to assist the membership.

The report was noted for information.

## **ITEMS FOR DISCUSSION**

7375. There were no items for discussion.

## **ITEMS FOR INFORMATION**

7376. *Reference Material Reviewed:* First Anniversary Report on the Broadly Experienced Foreign Architect (BEFA) Program. **(APPENDIX 'O')**

The report was noted for information.

7377. *Reference Material Reviewed:* Canadian Architectural Certification Board (CACB) Notice of Annual General Meeting and supporting background information. **(APPENDIX 'P')**

Doyle reported that the President will be attending the CACB AGM on behalf of the OAA at the Canadian Architectural Licensing Authorities (CALA) meeting on November 15 and will be designated to vote on behalf of the regulators.

The reports were noted for information.

7378. *Reference Material Reviewed:* Press Release from Hamilton and Burlington Society of Architects; email correspondence on the St. Clair Society of Architects. **(APPENDIX 'Q')**

The reports were noted for information.

7379. *Reference Material Reviewed:* Articles from Publications **(APPENDIX 'R')**

The articles were noted for information.

#### **OTHER BUSINESS**

7380. *Reference Material Reviewed:* E-mail correspondence re. M42579 – Her Majesty The Queen et al. vs. Grinham L. Alan et al. and attached supporting documentation **(APPENDIX 'S')**

The President reported that the legal action against a member under the *Occupational Health & Safety Act* has been finalized. The court declined to give the Crown leave to appeal, adding that the case options have been exhausted. The matter is now officially closed.

The report was noted for information.

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

7381. The next regular meeting of Council is Friday December 6, 2013 at 9:30 a.m. at the OAA Headquarters, Toronto, Ontario.

#### **ADJOURNMENT**

7382. **It was moved by Dreessen and seconded by Kalmantis that the meeting be adjourned at 4:10 p.m.**

-- CARRIED UNANIMOUSLY

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President

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Date