

## Ontario Association of Architects

Meeting #263 Open

MINUTES

November 7, 2019

The two hundred and sixty third meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday November 7, 2019 at the OAA Headquarters, Toronto, Ontario.

|                 |                     |  |
|-----------------|---------------------|--|
| <b>Present:</b> | Kathleen Kurtin     | President                                |
|                 | Walter Derhak       | Senior Vice President and Treasurer      |
|                 | Mélisa Audet        | Vice President Regulatory                |
|                 | Amir Azadeh         | Vice President Communications            |
|                 | J. Gordon Erskine   | Vice President Strategic                 |
|                 | David Sin           | Vice President, Practice                 |
|                 | John Stephenson     | Immediate Past President                 |
|                 | J. William Birdsell | Councillor                               |
|                 | Donald Chen         | Lieutenant Governor in Council Appointee |
|                 | Barry Cline         | Councillor                               |
|                 | Jeffrey Laberge     | Councillor                               |
|                 | Agata Mancini       | Councillor                               |
|                 | Wayne Medford       | Lieutenant Governor in Council Appointee |
|                 | Elaine Mintz        | Lieutenant Governor in Council Appointee |
|                 | Sarah Murray        | Councillor                               |
|                 | David C. Rich       | Councillor                               |
|                 | Susan Spiegel       | Councillor                               |
|                 | Alberto Temprano    | Councillor                               |
|                 | Magid Youssef       | Councillor                               |
|                 | Nedra Brown         | Registrar                                |
|                 | Kristi Doyle        | Executive Director                       |
|                 | Tina Carfa          | Executive Assistant, Executive Services  |
| <b>Regrets:</b> | Jeremiah Gammond    | Councillor                               |

The President called the meeting to order at 1:00pm

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

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

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

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

This territory was the subject of the *Dish With One Spoon Wampum Belt Covenant*, an agreement between the Iroquois Confederacy, the Ojibwe and allied nations to peaceably share and care for the resources around the Great Lakes. It is also covered by the Upper Canada Treaties which are agreements to share and care for the land and resources around the Great Lakes. Today, the meeting place of Toronto (from the Haudenosaunee word Tkaronto) is still the

home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work in this territory.

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

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

#### **DECLARATION RE CONFLICT OF INTEREST**

The President called for declaration of any conflicts of interest.

No conflicts of interest were declared.

#### **AGENDA APPROVAL**

8805. The President noted that the following item would be added to the agenda:

8.1 Amendment to Schedule A to OAA By-laws, revised 2017

**It was moved by Birdsell and seconded by Audet that the agenda be approved as amended.**

-- CARRIED

#### **APPROVAL OF MINUTES**

8806. *Reference Material Reviewed:* Draft minutes of the September 19, 2019 Open Council meeting.

The draft minutes of the September 19, 2019 Open Council meeting were reviewed.

A member of Council noted the following amendments to the draft minutes:

- Page eight, third paragraph from the bottom, replace the word "as" in "...working as project managers..." to "with". End the sentence "...a second call with architects." With "who are working with project managers."
- Page eight, second paragraph from the bottom, change "...have a package re design and development" to "...have a package for architects to offer a complete package of services for design and development."

**It was moved by Birdsell and seconded by Audet that the minutes of the September 19, 2019 Open Council meeting be approved as amended.**

-- CARRIED

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

8807. There was no business arising from the minutes.

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

8809. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated October 28, 2019 re. Canadian Architectural Licensing Authorities (CALA) – Administrator 2020 Budget Request and attached supporting information. **(APPENDIX 'A')**

Doyle reported that formal approval of the 2020 budget for the administrator is required, however the amount has been included in the draft 2020 OAA operating budget. A separate motion is requested for CALA's records.

**It was moved by Stephenson and seconded by Derhak that the Canadian Architectural Licensing Authorities (CALA) 2020 budget for the administrative position be approved as circulated.**

-- CARRIED

8810. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Walter Derhak dated October 28, 2019 re. Architecture Policy for Canada and 2020 Budget and attached background information. **(APPENDIX 'B')**

The Senior Vice President and Treasurer reported.

It was indicated by a member of Council that the amount submitted to CALA for Phase 2 is consistent with the first year's submission. To supplement the initiative, the OAA could provide support to societies to host local consultation meetings.

It was suggested by the Senior Vice President and Treasurer that the role societies naturally include the implementation of this initiative and it would take it to the next level should priority to it be given within the funding program.

Doyle suggested that a letter could be sent to the societies with respect to special project funding which could include a piece in the communication to encourage engagement in the promotion of the initiative.

It was suggested by a member of Council that a contingency in future budgets be included within Communications to be prepared for potential projects like this one.

Doyle noted that historically contingencies would be grouped under the category of 'policy contingency'.

A member of Council proposed that s/he would create a template for the societies in advance of the call for proposals.

**It was moved by Murray and seconded by Audet that the 2020 portion of Phase II of the Architecture Policy for Canada project be approved; and, that that the OAA's contribution for 2020 approved at \$12.45 per member.**

-- CARRIED

8811. *Reference Material Reviewed:* OAA Draft Operating and Capital Budget 2020. **(APPENDIX 'C')**

The Senior Vice President and Treasurer presented the draft of the 2020 OAA Budget. He thanked the Budget Committee and staff for their work in creating the 2020 Budget.

It was noted by the Senior Vice President and Treasurer that all membership and Certificate of Practice fees will increase 3.1% which represents an appropriate level of escalation to support the demands of membership on OAA programs and services as well as the changing regulatory landscape.

**It was moved by Erskine and seconded by Laberge that the 2020 General Operating and Capital Budgets be approved as circulated.**

-- CARRIED

8812. *Reference Material Reviewed:* Memorandum from Registrar, Nedra Brown dated October 17, 2019 re. Appointment of Life Members. **(APPENDIX 'D')**

The Vice President Regulatory reported.

**It was moved by Derhak and seconded by Laberge that the following architects be appointed as Life Members:**

|                            |                            |
|----------------------------|----------------------------|
| <b>Paul Anderson</b>       | <b>Ian G. McGillivray</b>  |
| <b>James D. Belisle</b>    | <b>Arthur Muscovitch</b>   |
| <b>Bruce A. Berglund</b>   | <b>Percy Poplak</b>        |
| <b>Derek Crain</b>         | <b>Simeon Posen</b>        |
| <b>Ernest A. Cromarty</b>  | <b>Toby Rayman</b>         |
| <b>William H.D. Hurst</b>  | <b>Luis Rodriguez</b>      |
| <b>Ian Johnson</b>         | <b>Michael H. Ross</b>     |
| <b>Roland P. Jonker</b>    | <b>N. Eldin Rostum</b>     |
| <b>John C. Knox</b>        | <b>Arun Sane</b>           |
| <b>Alan Littlewood</b>     | <b>Matthias Schlaepfer</b> |
| <b>Sergio S. Malekian</b>  | <b>Eneri Taul</b>          |
| <b>Deshpal S. Malhotra</b> | <b>Lawrence D. Warren</b>  |

-- CARRIED

8813. *Reference Material Reviewed:* Memorandum from Registrar, Nedra Brown dated October 17, 2019 re. Recognition of Architects of Long Standing. **(APPENDIX 'F')**

The Vice President Regulatory reported.

**It was moved by Birdsell and seconded by Medford that the following architects be recognized as members of long standing:**

|                             |                          |
|-----------------------------|--------------------------|
| <b>John Anthony Jackson</b> | <b>Brian Awde</b>        |
| <b>Peter R. Moy</b>         | <b>Robin E.C. Clarke</b> |
| <b>Leonard W. Dickson</b>   |                          |

-- CARRIED

8814. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated October 26, 2019 re. Appointments to the Canadian Architectural Certification Board (CACB) and attached background information. **(APPENDIX 'G')**

Doyle reported that the members of the Canadian Architectural Licensing Authorities (CALA) are responsible for the appointment of representatives to the CACB Board as well as the Canadian Council of University Schools of Architecture (CCUSA).

**It was moved by Youssef and seconded by Laberge that Nathalie Dion and Jeanna South be appointed to serve as the Canadian Architectural Licensing Authorities (CALA) representative to the Canadian Architectural Certification Board (CACB) and joint CALA/CCUSA representative respectively.**

-- CARRIED

8815. Appointment to the Audit Committee (*oral*)

The Senior Vice President and Treasurer reported.

**It was moved by Derhak and seconded by Stephenson that Catherine Hermon be reappointed to the Audit Committee for a two-year term effective immediately.**

-- CARRIED

8816. *Reference Material Reviewed:* Memorandum from Vice President Practice, David Sin dated October 24, 2019 re. Request for Proposal to update the OAA's QBS Document and attached supporting documentation. **(APPENDIX 'H')**

The Vice President Practice reported that the OAA Quality-Based Selection (QBS) documents require a refresh, adding that some infographics should be incorporated to assist in promoting the document.

It was suggested by a Council member that the optics to the proposal appear somewhat offside in issuing a cost budget to a QBS RFP submission.

Doyle recognized that this is often a challenge and as such, in general when the OAA issues a QBS RFP the overall project budget is included in the document. This is a generally accepted approach adding that most architects will request the overall project budget before making their submission. The RFP does not request that the consultant indicate their fees. A member of Council enquired as to what the role of the consultant would be in the project.

The Vice President Practice responded that the consultant would assist in the coordination of the review and rewrite followed by the development of an infographic and marketing tools.

A Council member suggested that Communications will be able to assist in the review and assess how to disseminate the information.

**It was moved by Stephenson and seconded by Sin that the Request for Proposal (RFP) to review and refresh the OAA's Quality Based Selection (QBS) documents be approved at a total project amount up to \$10,000 to be drawn from policy contingency.**

-- CARRIED

8817. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin dated October 30, 2019 re. Sustainable Built Environment Committee (SBEC) Update and attached Terms of Reference. **(APPENDIX 'I')**

The President reported that the Committee updated its mandate at the last meeting with a focus on current issues, and reference to resources on the Website.

It was noted by the President that the final touches to the building renovation are almost complete, adding that the headquarters is a demonstration of how architects are leaders in climate change. The issue of climate change needs to be addressed and requires a stronger statement. Feedback from Council on the issue is welcome and a report will be included at the December meeting.

**It was moved by Azadeh and seconded by Audet that the amended Terms of Reference for the Sustainable Built Environment Committee (SBEC) be approved as circulated.**

-- CARRIED

8818. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin dated October 28, 2019 re. Canadian Architectural Licensing Authorities – National Internship in Architecture Program – Acceptance of Student Hours. **(APPENDIX 'J')**

The President reported that at the CALA meeting in Toronto on October 26, changes to the IAP with respect to recognition of experience hours from student were approved. Council is being asked however to clarify the following additional items as noted below.

**It was moved by Murray and seconded by Rich that students be permitted to log up to 760 hours, gained after completion of 60 credit hours in courses that contribute to the Performance Criteria for accreditation and prior to graduation; and, that such pre-graduation hours count towards the required 2800 hours prior to undertaking the Examination for Architects in Canada (ExAC).**

-- CARRIED

## **EXECUTIVE COMMITTEE REPORTS**

8819. *Reference Material Reviewed:* Activities for the Months of September-November. **(APPENDIX 'K')**

The report was noted for information.

8820. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated October 30, 2019 re. Update on Activities of the Executive Director. **(APPENDIX 'L')**

Doyle reported that the member survey is now closed and the results are being tabulated. The Practice Survey is scheduled to launch on January 14.

A member of Council enquired as to what the response rate was for the member survey.

Doyle responded that a 25% response rate was confirmed. It was observed that in comparing the response to the last survey, time and demographics have changed and as a result, going forward the surveys will need to be shortened to help increase that rate.

The report was noted for information.

8821. *Reference Material Reviewed:* Memorandum from the OAA Building Committee dated October 30, 2019 re. Update from the OAA Building Committee. **(APPENDIX 'M')**

A member of the Building Committee and Council reported that the hard costs on the building are at \$8 million with soft costs of \$1.78 million. The total cost of \$9.745 million is an increase of \$1.16 million over the original projection.

It was noted by the Council member that it is affordable within the pre-approved funding.

The report was noted for information.

8822. OAA/Association of Registered Interior Designers of Ontario (ARIDO) Joint Task Group Update. *(oral)*

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

8823. *Reference Material Reviewed:* Memorandum from the Governance Committee dated October 28, 2019 re. Update to Council on inaugural meeting of Governance Committee. **(APPENDIX 'N')**

The President reported that the issue of succession planning was discussed at the meeting. It was announced that Brown will be working full-time until the end of January and part-time thereafter until the end of 2020, when she will be leaving the OAA.

Congratulations and best wishes were offered by members of Council.

It was noted by the President that the Committee is exploring a revised nomination process for Council members in order to ensure a strong and competent Council. This will include a competency matrix for Councilors. The Committee will be actively looking to fill in voids and thereby create a stronger Council. More detail will be presented to Council in the coming months.

The report was noted for information.

8824. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Walter Derhak dated October 25, 2019 re. Update on the Comprehensive Education Committee. **(APPENDIX 'O')**

The report was noted for information.

8825. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Gordon Erskine dated October 24, 2019 re. Update on activities under the Vice President Strategic Portfolio and attached supporting documentation. **(APPENDIX 'P')**

The Vice President Strategic reported that the draft submission is driven by the OAA's work on housing affordability and Site Plan Approval (SPA) reforms.

Doyle noted that the Ryerson project is still ongoing and focused on the implications of upfront investment on projects. The information is important, however, a different approach may need to be taken. It was anticipated that there would be a significant number of samples, however, only three pilots have resulted.

The reported was noted for information.

8826. *Reference Material Reviewed:* Update Appeal of Harmonized Zoning By-law **(APPENDIX 'Q')**

The reported was noted for information.

8827. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated October 29, 2019 re. Communications Committee Update and attached background information. **(APPENDIX 'R')**

The Vice President Communications reported that the SHIFT event on November 6 was successful and well attended. A blog on Canadian Architecture will be launched next week.

A Council suggested that the current Website needs some updating, requesting clarification with respect to who is responsible for maintenance.

A Council member responded that once the new Website is launched it will be more intuitive and concise.

The report was noted for information.

8828. Report from Vice President Regulatory (*oral*)

The Vice President Regulatory reported on activities of the Interns Committee, noting that the SHIFT stories were launched on the OAA BIOAaG.

It was noted by the Vice President Regulatory that she is in the process of conducting interviews with respect to committee vacancies.

School events attended as noted by the Vice President Regulatory was the University of Toronto student networking event and will be attending the Ryerson awards ceremony this evening.

The Vice President Regulatory announced that after the December Council meeting, she will be resigning from Council to take on a full time position at the OAA in the role Manager of Practice Advisory Services.

The report was noted for information.

8829. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Mélisa Audet dated October 22, 2019 re. Activities under the Registrar – August 28, 2019 through October 22, 2019. **(APPENDIX ‘S’)**

The Vice President Regulatory reported.

A member of Council enquired if there is a measure of the number of students or a percentage eligible for the IAP who have graduated.

Brown responded that it cannot be measured by the OAA.

A Council member enquired as to whether the statistic is available for the number of interns over five years and the reason why they have not become licensed.

Brown responded that she did not know, however, for those at that stage, who were not on any form of official leave, a letter is sent asking about their continued intention to pursue licensure.

The report was noted for information.

8830. *Reference Material Reviewed:* Memorandum from Vice President Practice, David Sin dated October 24, 2019 re. Practice Resource Committee (PRC), Sub-Committee on Building Codes and Regulations (SCOBCAR) and Practice Advisory Services (PAS) Update. **(APPENDIX ‘T’)**

The Vice President Practice reported that PRC, SCOBCAR and staff are working on a response to the Ministry of Housing discussion paper regarding streamlining and the establishment of a new administrative authority. The OAA’s response is of a high priority and is also being considering in the context of other organizations including ARIDO and the Ontario Building Officials Association (OBOA).

## **ITEMS FOR DISCUSSION**

8831. Proposed Actions to Address Climate Change *(oral)*

The item was deferred to the December meeting of Council.

8832. OAA/PEO Joint Sub-committee re Coordinating Licensed Professional Updated Guideline *(oral)*

The Senior Vice President and Treasurer reported that discussions with the Professional Engineers of Ontario (PEO) have reached a stalemate. In a discussion with the PEO President, it was noted that both recognize that the Attorney General expects the OAA and PEO to reach a resolution.

It was suggested by the Senior Vice President and Treasurer that PEO feels flexibility is in the interest of the public. The PEO has proposed to elevate the decision with the OAA regarding the issue of prime consultant. A meeting is expected to be scheduled next week to discuss.

A member of Council enquired whether PEO members’ education and training allows for them to take on the role of coordination.

The Senior Vice President and Treasurer responded that the concept of coordination relies more on a check box approach to the situation, however, it is expected that there will be further clarification at the upcoming meeting.

It was noted by Brown that the term ‘prime consultant’ is clearly articulated in the Act and noted that the role should be only performed by professional engineers and architects.



A Council member indicated that should the issue not be resolved then legislation will be proposed and imposed on the professions.

A member of Council noted that architects are trained in coordination; it is a part of the requirement to become a professional.

It was suggested by Doyle that it may be beneficial to speak with the Consulting Engineers of Ontario as their members are the engineering community that are most affected by this.

Brown noted that PEO has not adopted the recommendations from the Belanger Report. The Report requested clarity regarding the meaning of prime consultant.

It was suggested by a member of Council that it should be reinforced that the prime consultant be an architect in cases where the project requires an architect's professional design services.

A Council member enquired as to who is directed to take the lead on this issue.

A member of Council noted that the Senior Vice President and Treasurer along with the Vice President Practice be directed to proceed and bring this matter to a conclusion.

8834. *Reference Material Reviewed:* Report from Ontario Association for Applied Architectural Sciences (OAAAS) Executive Director/Registrar, Garry Neil dated October 29, 2019 re. Report to OAA Council. **(APPENDIX 'T')**

It was reported by a member of Council that the OAAAS Board discussed the accreditation of colleges similar to that of the university schools of architecture. . They are seeking a harmonization of the technology programs to identify competency.

Doyle noted that the first step would be to determine the education criteria and competencies before proceeding. When the OAAAS was founded, the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) was a partner. The criteria at that time was that OAAAS members first met the requirements to become a member of OACETT however their education programs varied significantly.

It was noted by Doyle that to tie in with accreditation, an education standard as established by the OAA Council needs to be set and then met by the colleges.

The President took a pause in the meeting to congratulate and thank LGIC Wayne Medford for serving a 10 year tenure with the OAA. Members of Council wished Medford well on his future.

Medford left the meeting at 3:05pm

**It was moved by Youssef and seconded by Birdsell that Council approve in principle the draft proposal from the Ontario Association for Applied Architectural Sciences (OAAAS) to explore the establishment of an accreditation process relative to the education requirements for Licensed Technologists OAA.**

-- CARRIED

#### **ITEMS FOR INFORMATION**

8835. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated October 26, 2019 re. 2019 Fall Society Workshop and attached background information. **(APPENDIX 'U')**

The report was noted for information.

8836. *Reference Material Reviewed:* Canadian Architectural Licensing Authorities (CALA) Meeting Agenda – Toronto, October 26, 2019. **(APPENDIX ‘V’)**

As a highlight from the meeting, a member of Council noted that CALA has struck a task group with a mandate to build on the current relationship with the Royal Architectural Institute of Canada (RAIC).

The report was noted for information.

8837. *Reference Material Reviewed:* Memorandum from Registrar, Nedra Brown and Manager, Education and Development, Ellen Savitsky dated October 23, 2019 re. Update of Online Admission Course Self-Study Modules for Architects and attached background information. **(APPENDIX ‘W’)**

The report was noted for information.

8838. Reconciliation Workshop Update (*oral*)

The Immediate Past President reported that he will have a progress report for the December Council meeting.

8839. Society Updates (*oral*)

There have been no further updates since the last meeting of Council.

#### **OTHER BUSINESS**

8840. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated October 25, 2019 re. Proposed Amendments to OAA By-laws – Schedule A and attached background information. **(APPENDIX ‘X’)**

Doyle reported that with the change in member fees for 2020, an amendment to Schedule A of the by-laws is required.

**It was moved by Erskine and seconded by Laberge that Schedule A to the OAA Bylaws be approved as circulated reflecting and increase in fees of 3.1.%.  
-- CARRIED**

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

8841. The next regular meeting of Council is Friday December 13, 2019 at 9:30 a.m. at the OAA Headquarters, 111 Moatfield Drive, Toronto, Ontario.

#### **ADJOURNMENT**

8842. **It was moved by Mintz and seconded by Mancini that the meeting be adjourned at 3:15 p.m.  
-- CARRIED UNANIMOUSLY**

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President

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Date