

## Ontario Association of Architects

Meeting #269 Open

MINUTES

September 24, 2020

The two hundred and sixty ninth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday September 24, 2020 via Zoom.

<b>Present:</b>	Kathleen Kurtin	President
	Susan Spiegel	Senior Vice President and Treasurer
	Amir Azadeh	Vice President Communications
	Agata Mancini	Vice President Education
	Paul Hastings	Vice President Regulatory
	Andrew Thomson	Vice President Strategic
	Settimo Vilardi	Vice President Practice
	J. William Birdsell	Councillor
	Donald Chen	Lieutenant Governor in Council Appointee
	J. Gordon Erskine	Councillor
	Jeremiah Gammond	Councillor
	Natasha Krickhan	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Milda Miskinyte	Councillor
	Sarah Murray	Councillor ( <i>part attendance</i> )
	David C. Rich	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services
<b>Regrets:</b>	Barry Cline	Councillor
	Jeffrey Laberge	Councillor
<b>Guests:</b>	Claire Hepburn	Deputy Registrar ( <i>part attendance</i> )
	Dani Kastelein	Graduate Assistant, Truth and Reconciliation Working Group ( <i>part attendance</i> )
	Sheena Sharp	Member-at-large and Past President ( <i>part attendance</i> )

The President called the meeting to order at 2:40 p.m.

The Vice President Strategic shared a video titled *Hard Learning* written and directed by Daniel Fortin with Council as an acknowledgement and recognition by Council 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

9006. The President noted that no items would be added to the agenda:

**It was moved by Birdsell and seconded by Azadeh that the agenda for the September 24, 2020 open meeting be approved as circulated.**

-- CARRIED

## **CONSENT AGENDA**

9007. The President called for requests to discuss any items contained within the Consent Agenda.

No items were requested to be discussed further under the Consent Agenda.

**It was moved by Rich and seconded by Longlade that the consent agenda for the September 24, 2020 open meeting be approved as circulated.**

-- CARRIED

## **APPROVAL OF MINUTES**

9008. *Reference Material Reviewed:* Draft minutes of the June 25, 2020 Open Council meeting.

The draft minutes of the June 25, 2020 Open Council meeting were reviewed.

A member of Council suggested that the terms "Black" and "Indigenous" be capitalized throughout the minutes

**It was moved by Mintz and seconded by Birdsell that the minutes of the June 25, 2020 Open Council meeting be approved as amended.**

-- CARRIED

## **BUSINESS ARISING FROM THE MINUTES**

9009. There was no business arising from the minutes.

## **ITEMS FOR REVIEW AND APPROVAL**

9010. *Reference Material Reviewed:* Draft 2021 Council Meeting Dates (**APPENDIX 'A'**)

A member of Council noted that the June 24 meeting date should reflect 2021 and the December meeting date be changed to December 10, 2021.

**It was moved by Mintz and seconded by Erskine that the 2021 Council meeting dates be approved as amended.**

-- CARRIED

9011. *Reference Material Reviewed:* Memorandum from Councillor, Natasha Krickhan and Past President and Co-Chair, Reconciliation Roundtable and OAA De-Colonization Working Group, John Stephenson dated September 17, 2020 re. OAA Truth and Reconciliation Working Group Report and attached supporting documentation. (**APPENDIX 'B'**)

Graduate Assistant for the Truth and Reconciliation Working Group, Dani Kastelein joined the meeting at 2:45 p.m.

Councillor Krickhan reported that an Indigenous student who graduated from Laurentian and obtained her Masters from Waterloo was hired to assist in the project. Tentative dates of October 19 and 20 to hold a virtual Indigenous cultural competency training day titled "Bimickaway" have been secured with the Ministry of the Attorney General.

Kastelein reported on the environmental scan. The themes noted were to educate, support and engage. The recommendations for action were reviewed of which all are intended to support the spirit of Reconciliation.

It was noted by Kastelein that there has been marked support from other organizations for the initiative including the Ontario Professional Planners Institute (OPPI) and Ontario Association of Landscape Architects (OALA) for example. Canadian schools have added the issue of inclusion in their programs as well as making available financial aid for Indigenous students.

A member of Council noted that there has been a significant number of initiatives taken on by organizations, noting changes to their code of ethics and mandatory continuing education geared toward inclusivity/sensitivity training.

Krickhan reported that Past President and co-chair of the Working Group, John Stephenson had suggested that Council may want to hire a consultant or continue on the work of the Working Group to continue initiatives such as a mentorship program. A list of recommendations will be presented at the November meeting of Council.

**It was moved by Krickhan and seconded by Mancini that Part 1 of the virtual Indigenous cultural competency training “Bimickaway” be approved at an amount up to \$2,000 drawn from the policy contingency and be offered to members of Iude Council, the OAA Truth and Reconciliation Working Group, and OAA staff this fall with dates to be determined in consultation with the Ministry of the Attorney General representatives.**

-- CARRIED

9012. 2021 Conference – Report and Recommendations (*oral*)

The Vice President Communications reported that discussions are ongoing regarding the OAA's 2021 Conference to be held in Niagara Falls in light of the COVID 19 pandemic. A further report will be presented to the November meeting of Council with will included options for delivery of a 2021 conference.

9013. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated September 8, 2020 re. Foundational Partner Opportunity with Workforce 2030. (**APPENDIX 'C'**)

The Vice President Strategic reported.

When asked, Doyle noted that Council would be responsible for appointing the representative to serve on the 2030 Workforce on behalf of the OAA adding that the individual would be confirmed on an annual basis per the report from the Vice President. The Vice President Strategic suggested that a representative from the Sustainable Built Environments Committee would be the most appropriate pool of individuals from which to select the OAA representative and would be knowledgeable as to the the Committee's initiatives and the OAA's overall goals and objectives as it relates to climate stability.

**It was moved by Hastings and seconded by Birdsell that Council approve the OAA' involvement as a Foundational Partner of the 2030 Workforce; that the OAA's representative to the 2030 Workforce be selected and/or confirmed annually from amongst the members of the OAA's Sustainable Built Environments Committee (SBEC); that the individual be required to report to each meeting of the SBEC on the initiatives of the Workforce and work with the appropriate Vice President and staff to understand the OAA's position on specific issues initiatives as needed; and, that the OAA provide a sponsorship amount up to \$5,000 to the 2030 Workforce to be drawn from the policy contingency budget.**

-- CARRIED

9014. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated September 14, 2020 re. CSA Standards Program: Access for Membership. (**APPENDIX 'D'**)

The Vice President Practice recalled that the OAA has been engaged in a licensing agreement with the CSA to provide a list of 10 CSA Standards to the membership, allowing them to download at no cost. The CSA's model and virtual platform has changed to a subscription-based services with three levels to choose. As such, OAA Practice Advisory Services staff have been in discussion for the past six months with CSA to explore other models for bulk licensing of the standards for OAA members. The various options are detailed in the memorandum attached. The third package at a cost of \$30,000 which allows for full access to all standards is being recommended.

It was suggested by a member of Council that it is important to make the membership fully aware that they will have the opportunity for complimentary access to the Standards. Concern was expressed that few members knew about the previous licensed agreement and opportunity.

A Council member noted that in the past there was a move to encourage the government to provide the standards under a program of complimentary access citing the example of the U.S. where such documents are made available free of charge.

Doyle noted that the single login approach going forward will no longer be available therefore members' individual emails are now needed, adding that permission will need to be obtained under privacy laws. Availability of the Standards would need to be communicated to the membership with a request to CSA to place a notification on their site to contact the OAA prior to gaining access.

**It was moved by Gammond and seconded by Mancini that Council approve the recommendation to proceed with the Package 3 option as outlined in the memorandum to Council from the Vice President Practice dated September 14, 2020 to allow access to the full suite of CSA Standards in English and French to OAA members at a cost of \$30,000 annually; and, that direction be given to Communications to ensure that an appropriate message is shared with the membership.**

-- CARRIED

It was suggested that this be drawn from the 2020 budget and that it be attributed to the policy contingency. The Executive Director to discuss with the Senior Vice President & Treasurer.

9015. *Reference Material Reviewed:* Memorandum from the Governance Committee dated September 15, 2020 re. Update on OAA Governance Committee Activities and supporting background documentation. **(APPENDIX 'E')**

The President reported on the recent activities of the Committee. Included for Council consideration is a new policy to address the OAA's involvement and participation in outside organizations.

**It was moved by Longlade and seconded by Birdsell that Council approve the policy as presented by the Governance Committee which sets out the criteria for determining OAA involvement/participation in outside organizations dated September 2020.**

-- CARRIED

9016. Recommendation for 'TEUI' Calculator (*oral*)

The Vice President Strategic reported on the proposal for the development of a Total Energy Use Intensity 'TEUI' Calculator.

**It was moved by Hastings and seconded by Krickhan that the development of the Total Energy Use Intensity (TEUI) Calculator be approved at an amount of up to \$20,000, which includes the original budgeted \$6,000, to be drawn from the policy contingency; and, that the contract be awarded to Cove Tools Inc.**

-- CARRIED (2 opposed)

9017. *Reference Material Reviewed:* Memorandum from the Comprehensive Education Committee dated September 1, 2020 re. Continuing Education Program – Learning Category Amendment and attached background information. **(APPENDIX ‘F’)**

The Vice President Education reported that in order to stay current with technological advances an amendment to the “Reading” category be made to include other mediums such as podcasts, documentaries and videos”.

A member of Council suggested that it be instead amended to include all audio and video.

The Vice President Education responded that ‘audio’ may be too general, leaving too many alternatives open.

It was suggested by a member of Council that by listing specifics such as podcasts, brings awareness to the membership to other mediums they may have not previously considered. It was agreed that the use of ‘multi-media’ be incorporated into the sub-category.

**It was moved by Azadeh and seconded by Erskine that the OAA Continuing Education Program unstructured learning sub-category titled “Reading” be amended to “Multi-media” which is to include audio books and documentaries, Reading, podcasts and videos.**

-- CARRIED

9018. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin and Deputy Registrar, Claire Hepburn dated September 16, 2020 re. OAA member survey to collect demographic data that identifies OAA membership on the basis of *Human Rights Code* (Code)-related grounds and attached background information. **(APPENDIX ‘G’)**

The President reported on initiatives that have been undertaken to support equity, diversity, and inclusion. The next steps, as outlined in the report include a roundtable on the issue as well as a survey to the membership on demographics in order to develop a long-term data collection strategy with the end purpose to create an equitable profession.

It was noted by a member of Council that there was feedback from the membership on this issue to take action, emphasizing the importance of determining the path to proceed once the results of the survey are received.

A Council member enquired as to whether race-related questions are permitted in a survey to the membership. There was concern expressed about the sensitivity of the questions. This concern was noted, however it was suggested that if the OAA is to take action its need to be prepared to ask uncomfortable questions.

Doyle noted that it is not mandatory for members to respond. The link to the survey would go to the membership from the OAA however the response would flow back to the consultant anonymously.

It was suggested by a Council member that Council be permitted to review the questions prior to launching to the membership.

A Council member enquired as to whether the consultant was chosen from a roster of other candidates.

The President responded that she and the Deputy Registrar interviewed several people, adding that some were not available to offer their services at this time. The selection was made based on skill and expertise.

It was suggested by a member of Council that the roundtable be tasked with determining how to approach the membership upon receipt of the results of the survey.

Doyle noted that Council has already given direction at the June Council meeting to conduct a data collection survey, and if changes to the direction are being requested then Council will need to vote to reopen the issue.

Hepburn reported that she had sourced a number of consultants, noting some were not available. The consultant selected has worked with the anti-racism sector of the government. A series of guidelines and questions have been developed, noting for information that Statistics Canada is in the process of updating its questions.

It was suggested by a member of Council that the questions should not be sanitized. It is important to conduct the survey and this matter out in an open and transparent manner in order to move forward to effectively address the issues.

**It was moved by Longlade and seconded by Azadeh that a consultant and third-party survey provider be retained at an amount up to \$50,000 to be drawn from policy contingency to:**

- a. Develop, implement and analyze a membership survey collecting demographic data identifying OAA membership on the basis of race, disability, sexual orientation, and other Human Rights Code-related ground for Code-consistent purposes; and,**
- b. Develop a long-term data-collection strategy to measure and evaluate progress towards creating an equitable profession**

-- CARRIED (1 opposed (Rich))

#### **ITEMS FOR DISCUSSION**

9019. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated September 4, 2020 re. Further consideration of the resolution as approved by the membership at the August 6, 2020 Annual General Meeting and attached background information. **(APPENDIX 'H')**

Doyle reported.

A Council member expressed support for the member motion to rescind the digital seal, suggesting that the digital seal ignores how architectural firms really work.

It was suggested by a member of Council that a Task Force be established to put recommendations forward as to how to move forward with the examination of the efficacy of the digital seal and managing acceptance of sealed drawings by the municipalities.

A Council member enquired as to the reason it was considered important to mandate the use of a digital seal. Further clarification was requested with respect to the ease of rescinding digital versus physical seals.

Mills responded that the security of digital versus physical was considered. The efficiencies with respect to rescinding the seals are somewhat similar. It was agreed that there was a need for an education piece to push acceptance to the municipalities.

It was suggested by a member of Council that more time and thought be given as to which firm will be the provider for support of the digital seal.

A Council member noted that there were two issues in question; the image of the seal for which the OAA has provided guidelines and then there is document security. It was suggested that there be focus on moving to a digital seal that enables greater security and share this communication with the membership.

It was suggested by a Council member that the OAA consult with an IT consultant with security expertise.

A Council member enquired as to what the financial commitment the OAA has with Notarius.

Doyle responded that there is no financial commitment by the OAA and that timeline for withdrawal from any contract is 90 days notification; if the mandatory requirement is rescinded there is no need to do anything with the agreement at this immediate time as the option is for members to continue using the digital seal if they wish.

Hastings left the meeting at 5:00p.m.

Doyle suggested that the decision to rescind can be communicated to the members immediately followed by a proposal for next steps to Council in November, which also considers the second part of the members' resolution.

It was suggested by a member of Council that a working group to review the implementation and options for digital seals be spearheaded by the Vice President Regulatory.

A Council member suggested that Practice and the Policy Advisory Coordination Team (PACT) are directly effected and should participate.

It was suggested by a member of Council that the committee include a member-at-large in its discussions.

**It was moved by Birdsell and seconded by Vilardi that the mandatory requirement for OAA members to obtain a digital seal offered through Notarius be rescinded effective immediately; and, that this direction be communicated to the members in the coming week; and, that the Executive Director and Registrar be directed to identify the existing options regarding seals to members in that communication; and that, a report be presented to Council at the November meeting to consider the second portion of the members' motion.-- CARRIED (10 in favour, 2 opposed, 3 abstentions)**

## **EXECUTIVE COMMITTEE REPORTS**

9020. *Reference Material Reviewed:* Activities for the months of June to September. **(APPENDIX 'I')**

The report was noted for information.

9021. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated September 16, 2020 re. Update on Activities of the Executive Director. **(APPENDIX 'J')**

The report was noted for information.

9022. *Reference Material Reviewed:* Memorandum from the Building Committee dated September 16, 2020 re. Building Committee Update. **(APPENDIX 'K')**

The report was noted for information.

9023. 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.

9024. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Susan Speigel dated September 16, 2020 re. Financial Statements for the Nine Months Ended August 31, 2020 and attached background documentation. **(APPENDIX 'L')**

The report was noted for information.

9025. *Reference Material Reviewed:* Minutes from the Pro-Demnity Insurance Company Annual and General Meeting of the Shareholder dated June 24, 2020 and attached supporting documentation. **(APPENDIX 'M')**

The minutes from the meeting were noted for information.

9026. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated September 16, 2020 re. Update on the activities under the Vice President Strategic portfolio and attached background information. **(APPENDIX 'N')**

The report was noted for information.

9027. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated September 11, 2020 re. Sustainable Built Environments Committee (SBEC) Update. **(APPENDIX 'O')**

The report was noted for information.

9028. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated September 17, 2020 re. Update on Appeal of Harmonized Zoning By-law. **(APPENDIX 'P')**

The report was noted for information.

9029. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated September 11, 2020 re. Communications Committee Update. **(APPENDIX 'Q')**

The report was noted for information.

9030. *Reference Material Reviewed:* Memorandum from Vice President Communications, Amir Azadeh dated September 11, 2020 re. Social Media Content Amplification Activity on Antiracism and Architecture and attached background information. **(APPENDIX 'R')**

The report was noted for information.

9031. Report from Vice President Regulatory (*oral*)

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

9032. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated September 24, 2020 re. Activities Under the Registrar –June 12 – September 10, 2020 and attached background information. **(APPENDIX 'S')**

The report was noted for information.

9033. *Reference Material Reviewed:* Memorandum from Councillor and Chair, The Interns Committee, Natasha Krickhan dated September 14, 2020 re. Interns Committee Update. **(APPENDIX 'T')**

The report was noted for information.

9034. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated September 9, 2020 re. OAA AGM Motion #4 – to rescind the Mandatory Seal Protocol with Notarius. **(APPENDIX 'U')**



The report was noted for information.

9035. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated September 14, 2020 re. Report from Vice President Practice. **(APPENDIX 'V')**

The report was noted for information.

9036. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated September 14, 2020 re. Report on OAA Practice Consultation Service and meeting of the Practice Review Committee. **(APPENDIX 'W')**

The report was noted for information.

9037. *Reference Material Reviewed:* Memorandum from the Comprehensive Education Committee dated September 1, 2020 re. Comprehensive Education Committee Update. **(APPENDIX 'X')**

The report was noted for information.

9038. *Reference Material Reviewed:* Memorandum from the Comprehensive Education Committee dated September 1, 2020 re. Update on online Admission Course after three academic years and attached background information. **(APPENDIX 'Y')**

The report was noted for information.

#### **ITEMS FOR INFORMATION**

9039. *Reference Material Reviewed:* Canadian National Exhibition 2019 Financial Statements and Annual Report. **(APPENDIX 'Z')**

The report was noted for information.

9040. Society Updates and 2020 Fall President's Tour (*oral*)

There were no updates since the last meeting of Council.

9041. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings and Registrar, Christie Mills dated August 25, 2020 re. Suspension of Limitation Periods ends September 14. **(APPENDIX '1')**

The report was noted for information.

9042. *Reference Material Reviewed:* Ontario Association for Applied Architectural Sciences (OAAAS) Bulletin dated August 2020. **(APPENDIX '2')**

The bulletin was noted for information.

#### **OTHER BUSINESS**

9043. Deputation from Member Sheena Sharp re. Update on Activities of the 2030 District.

Council moved from the in camera meeting to open at 1:35p.m.

Sharp joined the meeting at 1:35p.m.

The President welcomed Sharp to the meeting.

Sharp presented some history on the establishment of the 2030 District. In 2009, the OAA adopted the 2030 Challenge as policy, resulting in the promotion of the 2030 targets to the membership, guiding the OAA Headquarters renovation, establishing the 2030 Education series, and co-founding the 2030 District with Sustainable Buildings Canada.

It was reported by Sharp that the membership constituting the 2030 District includes property owners and managers, services stakeholders, and community stakeholders such as not-for-profit organizations and local government.

It was noted by Sharp that one of the goals of the 2030 District is to improve conservation awareness through better data, collaboration and leadership in the industry.

Sharp noted that the 2030 District works to build commitment for collective impact, defines opportunities between buildings by developing and sharing knowledge between them, collaboration with community stakeholders, and provide policy and regulation input to the market and government.

It was noted by Sharp that the 2030 District has so far achieved the establishment of the Toronto 2030 platform and energy compass tool which is complimentary to the membership.

Sharp indicated that the District is currently fundraising to continue its operations. Funding from the provincial government in the amount of \$250,000 was cancelled by the current government. Since then \$73,000 was raised in a campaign and the OAA has donated \$25,000. The second stage of a funding application from IESO is in process for an amount of \$56,000.

Sharp noted that the 2030 District adopted the Pathways project as its project to focus on for 2020. The project identifies pathways towards the longer term goal of net zero. The District is developing a working paper on the initiative to provide background about the District, identify issues that may motivate change, and orient the next phase of pathway development.

The President thanked Sharp for her deputation.

Sharp left the meeting at 1:50p.m.

The meeting moved to in camera from open at 1:50p.m.

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

9044. The next regular meeting of Council is Thursday November 5, 2020 at 9:30 a.m. via Zoom.

#### **ADJOURNMENT**

9045. **It was moved by Mintz and seconded by Mancini that the meeting be adjourned at 5:15 p.m.**  
-- CARRIED UNANIMOUSLY

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President

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Date