

Ontario Association of Architects

Meeting #272 Open

MINUTES

January 21, 2021

The two hundred and seventy second meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Thursday January 21, 2021 via Zoom.

Present:	Kathleen Kurtin	President
	Susan Spiegel	Senior Vice President and Treasurer
	Agata Mancini	Vice President Education
	Paul Hastings	Vice President Regulatory
	Andrew Thomson	Vice President Strategic
	Settimo Vilardi	Vice President Practice
	Farida Abu-Bakare	Councillor
	J. William Birdsell	Councillor
	Heather Breeze	Councillor
	Donald Chen	Lieutenant Governor in Council Appointee
	Barry Cline	Councillor
	J. Gordon Erskine	Councillor
	Jennifer King	Councillor
	Natasha Krickhan	Councillor
	Jeffrey Laberge	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Lara McKendrick	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Krisitana Schuhmann	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services (<i>part attendance</i>)

Regrets: None

Guests: Kim Wray Administrator, Licence (*part attendance*)

The President called the meeting to order at 12:45 p.m.

New Council members, Abu-Bakare, Breeze, King, McKendrick, Paquette, and Schuhmann were extended a welcome to the meeting by the President.

The President noted a video titled *Some Stories* written and directed by Clayton Windatt would be shared with Council and incoming members of 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

9130. The President noted that there were no items to be added to the agenda:

It was moved by Birdsell and seconded by Longlade that the agenda for the January 21, 2021 open meeting be approved as circulated.

-- CARRIED

CONSENT AGENDA

9131. The President called for requests to discuss any items contained within the Consent Agenda.

A Council member requested that item 6.4 *Report from the Communications Committee* be moved out of the Consent Agenda to discuss the Website.

A member of Council requested that item 6.2.a *Financial Statements 12 months ending November 30, 2020* be moved out of the Consent Agenda to offer further comments.

It was moved by Mancini and seconded by Birdsell that the consent agenda for the January 21, 2021 open meeting be approved as amended.

-- CARRIED

APPROVAL OF MINUTES

9132. *Reference Material Reviewed:* Draft minutes of the December 4, 2020 Open Council meeting.

The draft minutes of the December 4, 2020 Open Council meeting were reviewed.

A member of Council suggested that on page five, paragraph eight that the paragraph be amended to end with "however most matters of harassment and discrimination go unreported."

It was moved by Vilardi and seconded by Longlade that the minutes of the December 4, 2020 Open Council meeting be approved as amended.

-- CARRIED

BUSINESS ARISING FROM THE MINUTES

9133. There was no business arising from the minutes.

ITEMS FOR REVIEW AND APPROVAL

9134. Election of Officers (*oral*)

Wray joined the meeting at 12:45 p.m.

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

The Scrutineers for the election were confirmed by Council.

Mills reported that Susan Speigel has been acclaimed to serve as President for 2021 and Agata Mancini acclaimed to serve as Senior Vice President and Treasurer for 2021.

Council voted to approve the number of Vice Presidents for 2021.

Mills announced that the majority of Council voted for five Vice Presidents for 2021.

Mills announced that the following members of Council were nominated to stand for election as Vice President: Farida Abu-Bakare, Paul Hastings, Jennifer King, Natasha Krickhan, Kristiana Schuhmann, and Settimo Vilardi.

The candidates for Vice President each made a brief address to Council.

Mills conducted the election for Vice President.

Mills announced that Hastings, King, Krickhan, Schuhmann, and Vilardi received the highest number of votes, as well as more than the required 50% of the possible votes and as such announced that they had been elected to the position of Vice President.

Mills confirmed that President Kurtin wished to continue to serve on Executive Committee for 2021 in the role of Immediate Past President. The elected members of Council voted by ballot to elect Kurtin as a member of the Executive Committee.

Wray left the meeting at 12:55 p.m.

9135. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 12, 2021 re. Ontario Association for Applied Architectural Sciences (OAAAS) Annual Meeting of the Founder and attached supporting documentation. (**APPENDIX 'A'**)

Doyle reported that in advance of the 2021 OAAAS Meeting of the Founder, Council is asked to approve the motions which will then be ratified at the meeting in February.

It was moved by Mintz and seconded by Longlade that the President be directed to vote in the affirmative on the following motions to be tabled at the Ontario Association for Applied Architectural Sciences (OAAAS) 2021 meeting of the Founder.

-- CARRIED

Minutes of AGM February 6, 2020

that the minutes of the Annual General Meeting (Founder's Meeting) held on February 6, 2020 be approved.

By-law Amendment

that By-law 2, Section 2.2 be amended as follows:

Subject to any vacancies, the Board of Directors shall consist of ~~eight~~ (nine) Directors elected from the following constituencies:

- a) (Province of Ontario – Licensed Technologist OAA Councillor, ex officio);***
- b) At least four Directors shall be members of the OAA at the time of their election, with at least ~~two~~ (one) of those Directors being (a) member of the OAA Council; and***
- c) At least four Directors shall be (appointed by OAAAS) ~~members of OAAAS at the time of their election~~, with at least two of those Directors being Licensed Technologists OAA at the time of their election. Each Director shall be elected for a two-year term, with two Directors being elected each year.***

Election of the OAAAS Board of Directors

that the proposed slate be appointed to the OAAAS Board of Directors.

Ex officio

Jennifer King, Lic.Tech.OAA (OAA Councillor)

Two-year term expiring in 2023:
John Romanov, OAA
Nicola Russo, Lic.Tech.OAA
Dana Seguin, Lic.Tech.OAA
1 OAA Councillor (to be determined)
Rick Mateljan, Lic.Tech.OAA
Jean Audette, Lic.Tech.OAA

Terms expiring in 2022:
Christina Facey, Lic.Tech.OAA
Francis Guanlao, Lic.Tech.OAA

Acceptance of Nomination for the President

that Rick Mateljan be elected to serve as President until the 2022 AGM.

Acceptance of Nomination for Treasurer

that John Romanov be appointed Treasurer of the OAAAS to serve until the 2022 AGM.

Acceptance of Nomination for Secretary

that Garry Neil be appointed Secretary for the OAAAS to serve until the 2022 AGM.

Acceptance of 2020 Financial Reports

that the Financial Statements and Review Engagement for the fiscal year 2020 prepared by BDO Dunwoody LLP be approved.

Acceptance of the Appointment of Accountant

that BDO Dunwoody LLP be appointed as accountants to complete a Review Engagement of OAAAS for the 2021 fiscal year for a fee not to exceed \$6,500.

9136. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 19, 2021 re. Council appointment to Pro-Demnity Insurance Company (Pro-Demnity) Board of Directors and attached background information. **(APPENDIX 'B')**

Doyle reported that expressions of interest were received from Councillor Bill Birdsell and President Kathleen Kurtin to fill the Interlocking director vacancy on the Pro-Demnity Board of Directors. The Council members voted by ballot to elect Kurtin..

It was moved by Krickhan and seconded by Mintz that Council approve the appointment of Kathleen Kurtin to the Pro-Demnity Insurance Company Board of Directors as an interlocking director for a two-year term effective immediately.

-- CARRIED

The President noted that the next item to be discussed on the agenda would be the report on the addressing the second half of the member resolution from the 2020 Annual General Meeting.

9137. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated October 26, 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 'C')**

Doyle reported.

A member of Council suggested that there is already software available which allow for an architect's seal to be locked and therefore there appears to be no requirement for a process to put in place a digital seal format. Members could also be provided a seal image which they may choose to use on drawings to complement their choice of physical or digital seal.

Mills clarified that high resolution seal images are already being offered to the membership when they apply for a digital or physical seal.

A Council member noted that it is important to address the segment of the motion that has to do with enforcement of the Act by ensuring that buildings are designed in accordance with professional design requirements. Further review of a strategy to address design work that is being done by non-architects within the restricted scope of work is imperative.

Doyle confirmed that the second part of the member's motion highlights enforcement concerns around professional design requirements and ensuring that the work is completed by architects or Licensed Technologists OAA (Lic.Tech.OAAs). She further noted that the reset of the group called Engineers, Architects and Building Officials (EABO) has prioritized professional seals and forgery issues in its list of priorities to be addressed and suggested that this would be an excellent forum in which to further advance our concerns and strategies around enforcement.

Mills suggested that the key issue is not necessarily forgery since there has only been one instance in the past decade. The issue resides at the building department level and ensuring that the work is done by an architect/Lic.Tech.OAA.

It was noted by a member of Council that there are cases where a member gave up a seal or licence but continued to practice.

Mills noted that a physical or digital seal can be invalidated at the office of the OAA and municipal building departments would be subsequently notified.

It was suggested by a Council member that it is important to give a clear, simplified message to assist the building departments.

A member of Council suggested that there is somewhat of a disconnect between the Building Code and the Act requiring some consolidation.

It was noted by a member of Council that the Act is referenced in the Building Code, and that it may be of benefit to provide a reminder. It was noted that the design requirements table used to be included within the building code however was removed a number of years ago. There has been confusion since that time.

Doyle noted that the Table was removed from the Code as a result of the court ruling which deemed that the Building Code did not have the authority to dictate what the professional requirements are under the *Architects Act*. There was further discussion around a multi-pronged approach to this issue which includes education, communication, enforcement as well as using existing avenues to advance a better understanding of the professional design requirements and when an architect or Licensed Technologist OAA is required.

Action: Council directed Doyle and Mills to further investigate and report on recommendations for a multi-pronged approach to the issue of enforcement of design requirements at the building department level and report back to Council at the March meeting.

9138. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 13, 2021 re. Working Group Terms of Reference – Review of the OAA's Technology Program and attached background information. **(APPENDIX 'D')**

Doyle reported that following the decision of Council at its December meeting to strike a working group to review the OAA's Architectural Technology Program, a terms of reference for that working group has been developed for Council's consideration.

A member of Council suggested that the constitution of the working group be split evenly between architects and Licensed Technologists OAA (Lic.Tech.OAAs) to enable more discussion and receive greater input from the Lic.Tech.OAAs.

It was suggested by a member of Council that the current roster proposed is suitable based on the number of members from each member category.

The President reminded all members of Council to be aware of and recognize perceived as well as unconscious biases. The role of all members to this Task Group will be serve in the public interest.

A Council member suggested that the number representation is not important and there should not be a feeling of division since all Councillors have a fiduciary duty to the Council and thus represent the public interest in all endeavors.

A member of Council noted that there appears to be some confusion from a public perspective between architects, Lic.Tech.OAAs, and BCIN holders.

It was moved by Mancini and seconded by Speigel that Council approve the terms of reference for the Working Group to review the OAA's Technology Program; and that it be further clarified within the terms of reference that one of the three additional members of OAA Council that are to serve on the Working Group be one of the LGIC appointees to Council.

-- CARRIED (2 abstentions (McKendrick, Thomson))

Carfa left the meeting at 2:50 p.m.

9139. *Reference Material Reviewed:* Memorandum from Councillor, Natasha Krickhan dated January 8, 2021 re. Interns Committee Terms of Reference and attached background information. **(APPENDIX 'E')**

It was noted that Krickhan had withdrawn the recommendation to amend the terms of reference.

9140. Appointment to the Comprehensive Education Committee (*oral*)

The Vice President Education reported that the Committee is requesting to appoint a Student Associate.

It was moved Mancini and seconded by Krickhan that Student Associate, Christopher Johnson be appointed to the Comprehensive Education Committee for a two-year term effective immediately.

-- CARRIED

9141. Appointments to the Interns Committee (*oral*)

Councillor Krickhan reported that the Committee is requesting the appointment of three Student Associates, one of which will be able to fill in a vacancy for an intern committee member once enrolled in the Internship in Architecture Program.

It was moved by Krickhan and seconded by Vilardi that Vince Hui be appointed to serve as a School of Architecture Representative from Ryerson University to the OAA Interns Committee for a three-year term effective immediately.

-- CARRIED

It was moved by Krickhan and seconded by Spiegel that the Student Associates, Carl Caliva, Ilsa Khan, and Dallas Mahaney be appointed to serve a one-year term on the Interns Committee effective immediately, recognizing that Dallas Mahaney will seek intern architect status with the OAA shortly and become an intern architect representative of the committee.

-- CARRIED

9142. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated January 11, 2021 re. SCOBCAR – Proposed SB-12 Change – Expanding the list of Approved Software and attached background information. **(APPENDIX ‘F’)**

The Vice President Practice reported

It was moved by Vilardi and seconded by Erskine that Council approve the submission of recommendations proposed by the Sub-committee on Building Code and Regulations (SCOBCAR) regarding the SB-12 – Energy Efficiency for Housing OBC/SB12 appendix A-2.1.2.1; and, that the OAA also pursue the proposed change in parallel at the national level with the National Research Council.

-- CARRIED

9143. *Reference Material Reviewed:* Memorandum from Councillor and Co-Chair, Truth and Reconciliation Working Group, Natasha Krickhan dated January 11, 2021 re. Final Report and Recommendations of the Truth and Reconciliation Working Group and attached background information. **(APPENDIX ‘G’)**

Councillor Krickhan reported and reviewed each of the individual recommendations as proposed by the Working Group.

A member of Council requested clarification regarding recommendation #5 and the current state of funding for Indigenous students to attend university. It was clarified that full status individuals do not receive government funding. It was suggested that this motion be revised to indicate that funding be provided for tuition and/or living costs.

A member of Council suggested that in order for these recommendations to be considered further information regarding resources required, including human and financial, should be provided.

It was suggested that the Environmental Scan document should be published as an official document.

It was suggested that one consultant, perhaps an Elder, be considered to fulfill the suggested roles as outlined in the recommendations as opposed to a number of consultants.

A member of Council spoke in favour of the recommendations and congratulated Krickhan and the Working Group for their efforts.

A member of Council suggested that in publishing the report, fundraising options might be considered to contribute to the proposed scholarships. It was further noted that the RAIC also has an Indigenous Task Group and had there been any discussion around partnering with the RAIC.

Krickham noted that she can take back the comments and refine the recommendations to include financial and other resource implications.

Council in considering the recommendations further should also consider how to make the best use of the report and share it with others, including other regulators.

It was moved by Krickhan and seconded by Speigel that the final report from the Truth and Reconciliation Working Group dated January 11, 2021 be received; that the Environmental Scan document be published on the OAA Website and used as an ongoing resource tool; and, that Council bring forward the final Recommendations of the Working Group to the February Priority Planning Sessions for further discussion and action.

-- CARRIED

ITEMS FOR DISCUSSION

9144. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin dated January 12, 2021 re. Final Report from OAA President Kurtin and Review of 2020 Council Priorities and attached supporting documentation. **(APPENDIX 'H')**

The President reported on the progress of Council priorities set in 2020.

Members of Council expressed their appreciation to the President for her tenure and considerable efforts of the last two years and thanked her for taking the time to provide a detailed report to Council.

9145. *Reference Material Reviewed:* Memorandum from Senior Vice President and Treasurer, Susan Speigel dated January 13, 2021 re. Unaudited Financial Statements for the Twelve Months Ended November 30, 2020 and attached supporting documentation. **(APPENDIX 'I')**

The Senior Vice President and Treasurer reported

It was moved by Speigel and seconded by Vilardi that Council approve the transfer of the anticipated 2020 surplus into the OAA's restricted reserves in the following amounts:

\$500,000 Capital Reserve
\$208,000 Operation Reserve
\$ 50,000 Legal reserve

and, that a lump sum payment of \$270,000 be applied against the OAA's mortgage.

-- CARRIED

A member of Council noted the considerable time and effort being expended by Council in fulfilling their roles and responsibilities and suggested that consideration of an honorarium for all Council should be considered.

Doyle noted that Council has studied this matter in the past through the OAA's then-HR Committee (now the Governance Committee).

It was moved Longlade and seconded by Krickhan that Council refer the matter of remuneration of elected members of Council to the Governance Committee for review and further study; and, that the Governance Committee report back to Council with a recommendation regarding any changes that should be considered to the existing Council remuneration policy.

-- CARRIED (1 abstention (Paquette))

9146. *Reference Material Reviewed:* Memorandum from the Communications Committee dated January 8, 2021 re. Communications Committee Update and attached background information. **(APPENDIX 'O')**

A member of Council raised concern regarding the functionality of the OAA's new website, including specifically the search engine. Other members of Council voiced concern as well adding that there are some parts that are not functioning at all, along with broken links.

After discussion it was agreed that a complete deficiency list needs to be established and reviewed in earnest with the Website consultant.

Action: Doyle and Missio to consolidate the Website deficiency list and review with the website consultant with the goal of establishing clear deadlines for completion and report back to the March meeting of Council.

CONSENT AGENDA

EXECUTIVE COMMITTEE REPORTS

9147. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 15, 2021 re. Update on Activities of the Executive Director. **(APPENDIX 'J')**

The report was noted for information.

9148. *Reference Material Reviewed:* Memorandum from the Governance Committee dated January 12, 2021 re. Update on OAA Governance Committee activities. **(APPENDIX 'K')**

The report was noted for information.

9149. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated January 7, 2021 re. Update on the activities under the Vice President Strategic portfolio and attached background information. **(APPENDIX 'L')**

The report was noted for information.

9150. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Andy Thomson dated January 7, 2021 re. Sustainable Built Environments Committee (SBEC) Update and attached background information. **(APPENDIX 'M')**

The report was noted for information.

9151. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 8, 2021 re. Update on Appeal of Harmonized Zoning By-law. **(APPENDIX 'N')**

The report was noted for information.

9152. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings and Registrar, Christie Mills dated January 12, 2021 re. Activities Under the Registrar Year in Review 2020 and attached background information. **(APPENDIX 'P')**

The report was noted for information.

9153. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated January 12, 2021 re. Report from Vice President Practice. **(APPENDIX 'Q')**

The report was noted for information.

9154. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated January 13, 2021 re. Overall Statistics of the PAS Hotline and Update on Requests for Proposals (RFPs) monitoring and attached supporting documentation. **(APPENDIX 'R')**

The report was noted for information.

9155. *Reference Material Reviewed:* Memorandum from the Comprehensive Education Committee dated January 7, 2021 re. Update from Vice President Education. **(APPENDIX 'S')**

The report was noted for information.

ITEMS FOR INFORMATION

9156. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated January 12, 2021 re. Update Conference 2021 and Niagara Venues. **(APPENDIX 'T')**

The report was noted for information.

9157. *Reference Material Reviewed:* Memorandum from President, Kathleen Kurtin dated January 12, 2021 re. Fall 2020 President's Society Tour. **(APPENDIX 'U')**

The report was noted for information.

OTHER BUSINESS

9158. There was no other business.

DATE OF NEXT MEETING

9159. The next regular meeting of Council is Thursday March 4, 2021 at 9:30 a.m. via Zoom.

The annual Priority Planning Session is scheduled for Thursday February 4, 2021 evening and Friday February 5, 2021 via Zoom.

ADJOURNMENT

9160. **It was moved by Mintz and seconded by Longlade that the meeting be adjourned at 4:15 p.m.**

-- CARRIED UNANIMOUSLY

President

Date