

## Ontario Association of Architects

Meeting #274 Open

MINUTES

May 12, 2021

The two hundred and seventy fourth meeting of the Council of the Ontario Association of Architects, held under the *Architects Act*, took place on Wednesday May 12, 2021 via Zoom.

<b>Present:</b>	Susan Speigel	President
	Agata Mancini	Senior Vice President & Treasurer
	Paul Hastings	Vice President Regulatory ( <i>part attendance</i> )
	Jennifer King	Vice President Communications
	Natasha Krickhan	Vice President Education ( <i>part attendance</i> )
	Kathleen Kurtin	Immediate Past President
	Kristiana Schuhmann	Vice President Strategic
	Settimo Vilardi	Vice President Practice ( <i>part attendance</i> )
	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
	Jeffrey Laberge	Councillor
	Michelle Longlade	Lieutenant Governor in Council Appointee
	Lara McKendrick	Councillor
	Elaine Mintz	Lieutenant Governor in Council Appointee
	Deo Paquette	Councillor
	Gaganjot Singh	Lieutenant Governor in Council Appointee
	Andrew Thomson	Councillor
	Kristi Doyle	Executive Director
	Christie Mills	Registrar
	Tina Carfa	Executive Assistant, Executive Services

**Regrets:** None

The President called the meeting to order at 1:00 p.m.

The President noted a video titled *Sisters and Brothers* directed by Kent Monkman would be shared with Council as an acknowledgement and recognition 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

9193. The President noted that the following items would be added to the agenda:

- 8.1 Open letter to Council re. Recent Demographics Survey of the Membership
- 8.2 Discussion and approval of Members of Council who are Participating in Webinars/Conference as a Speaker/Panelist (*oral*)

**It was moved by Longlade and seconded by Schuhmann that the agenda for the May 12, 2021 open meeting be approved as amended.**

-- CARRIED

## **APPROVAL OF MINUTES**

9194. *Reference Material Reviewed:* Draft minutes of the March 4, 2021 Open Council meeting.

The draft minutes of the March 4, 2021 Open Council meeting were reviewed.

A member of Council suggested that an additional note be added in the minutes that the Equity, Diversity, Inclusivity|Truth and Reconciliation Review Working Group Terms of Reference was amended to change the reference to a 'champion of women' to a 'champion of gender'.

**It was moved by Laberge and seconded by Mintz that the minutes of the March 4, 2021 Open Council meeting be approved as amended.**

-- CARRIED

## **BUSINESS ARISING FROM THE MINUTES**

9195. There was no business arising from the minutes.

## **ITEMS FOR REVIEW AND APPROVAL**

9196. Honorary Member Nominations (*oral*)

Doyle reported on the nominations for Honorary membership.

**It was moved by Schuhmann and seconded by Mancini that Council approve the nomination of Michael Copas for election to Honorary Membership within the OAA at the Annual General Meeting on June 16, 2021.**

-- CARRIED (11 in favour, 3 opposed, 4 abstentions)

**It was moved by Mintz and seconded by Erskine that Council approve the nomination of Wayne Medford for election to Honorary Membership within the OAA at the Annual General Meeting on June 16, 2021.**

-- CARRIED (17 in favour, 1 opposed)

**It was moved by King and seconded by Paquette that Council approve the nomination of Marta O'Brien for election to Honorary Membership within the OAA at the Annual General Meeting on June 16, 2021.**

-- CARRIED (17 in favour, 1 abstention)

9197. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated April 30, 2021 re. Broadly Experienced Foreign Architect (BEFA) – Adoption of On-line Interview Process and attached supporting documentation. **(APPENDIX 'A')**

Doyle reported that following the success of the on-line interview pilot program the Canadian Architectural Certification Board (CACB) National Standing Committee is recommending that the on-line interview be implemented going forward as part of the BEFA Program.

A Council member questioned as to whether there is a limit to the number of candidates who may partake in the program annually.

Doyle clarified that the limit is based on the resources currently available to be able to conduct the program.

**It was moved by Mancini and seconded by Laberge that Council approve the National Canadian Architectural Certification Board (CACB) Standing Committee's recommendation to proceed with the online interview process as an option under the Broadly Experienced Foreign Architect Program.**

-- CARRIED

Council broke for lunch at 12 noon and resumed at 1:00 p.m.

The President noted that a report from the Vice President Regulatory would be considered next on the agenda.

9198. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated May 4, 2021 re. Governance Considerations for Future Executive Committee Candidacy.  
**(APPENDIX 'B')**

The Vice President Regulatory reported that due to the increased focus on governance throughout many organizations, it is recommended that Council consider a review of requirements for to the election of the Executive Committee.

A Council member enquired as to whether there are currently any similar requirements instituted by other organizations.

It was suggested by a member of Council that further research be conducted, looking at other organizations as to what they have implemented and its effectiveness.

There was a suggestion from a Council member that the requirements be expanded to include all Councillors.

A member of Council noted that last year the Governance Committee had implemented a new process whereby existing Council members will complete a competencies matrix with the purpose to identify where certain specific competencies have been fulfilled and there there may be gaps. During the nominations for election, the membership is then advised of where there is a need on Council with respect to core competencies.

A Council member suggested that there is need to revamp the current Executive Committee nomination and election process.

It was noted by a member of Council that AIBC is undergoing major changes as the architects act will be sunset and the architectural professional will all under the guides of the new Professional Governance Act. It was suggested that this discussion with respect to requirements should be sent to the Governance Committee to review and provide recommendations to Council.

Some concern was expressed by a member of Council that putting in place additional eligibility requirements will create further accessibility issues and restrictions on members participating in Council

It was suggested by Mills that the Governance Committee may be requested to review, as opposed to making a request for a specific change. The Committee could research and determine if there is relevance to the OAA in terms of what it happening in other jurisdictions and current trend surrounding this particular issue.

**It was moved by Hastings and seconded by Thomson that Council direct the Governance Committee to research, review and recommend appropriate threshold requirements for Executive Committee candidacy in order to address the increased scrutiny of governance requirements.**

-- CARRIED (15 in favour, 1 opposed)

9199. *Reference Material Reviewed:* Memorandum from the Governance Committee dated May 3, 2021 re. Consistency in Committee Composition . **(APPENDIX 'C')**

The Immediate Past President reported on past requests for changes in committee composition. The Governance Committee considered consistency in committee composition, recognizing variations for some such as regulatory committees.

A Council member expressed some concern with a Vice President always holding the position of Chair for each Committee.

Some clarification was requested as to where the committees may also allow for a student representative.

Doyle noted that this template wording was intended to be used within the existing terms of reference for each committee with the wording be applied to the majority of committees with certain exceptions in the regulatory area. There was some discussion with respect to the appropriateness of incorporating student associates in all committees.

A Council member suggested that the composition should not always require that a Vice President be Chair as there are many well-qualified members to serve in that role.

A member of Council enquired as to whether there will be provisions in the language where a committee always has interns on it and where the number needs to be specified.

The Immediate Past President suggested that the reference to the position of Chair may be amended from the recommendation and to remove the mandatory requirement for a Vice President, however, there should be a requirement where there is a Council member tasked with reporting back to Council.

A Council member suggested that the Council liaison be incorporated since the Chair does not need to be a Vice President.

It was suggested by a member of Council that the wording be structured more broadly so that should another professionals fall under direct regulation by the OAA, it is already included in the committee composition and that it would not need to be revisited.

The following motion was made, but then tabled as the Council felt that further work on the wording was needed.

**It was moved by Kurtin and seconded by Paquette that Council approve the recommendation of the Governance Committee regarding the approach to OAA committee composition such that the following format/wording be used to articulate the composition of individual committees within their approved terms of reference:**

***The Committee will be comprised of XX individuals one of which will be the Vice President of XYZ who will serve as the Chair. In addition to the Chair there will be XX additional members, XX of which will be members of Council. Efforts will be made to have representation on the Committee by a Licensed Technologist OAA and an Intern Architect. The composition of the Committee will be consistent with and reflect the OAA's policy statement regarding equity, diversity and inclusion, noting however that this may not be applicable to committees where composition is dictated by law.***

**-- MOTION TABLED**

**Action:** The Governance Committee was directed to revisit the motion based on the conversation amongst Council and report back to the June meeting.

9200. *Reference Material Reviewed:* Memorandum from the Governance Committee dated May 3, 2021 re. OAA membership with the Institute of Corporate Directors (ICD). **(APPENDIX 'D')**

The Immediate Past President reported that the ICD offers governance training, workshops, an annual meeting and conference included with the membership. Pro-Demnity Insurance Company is a member and advised that it was useful for its organization.

**It was moved by Kurtin and seconded by Mancini that the Ontario Association of Architects (OAA) join the Institute of Corporate Directors at the annual membership cost of approximately \$3,000 to be drawn from the Policy Contingency Budget; and, that the full Council as well as the Executive Director and Registrar be registered under that membership**

-- CARRIED (16 in favour, 1 abstention)

9201. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated May 3, 2021 re. Request for Letter of Support for Alexandra Bridge and supporting background information. **(APPENDIX 'E')**

The President reported on the action of the Alexandra Bridge Coalition to save the Alexandra Bridge from demolition.

A member of Council noted that the bridge has not been abandoned but shut down for repairs adding that it is an actively travelled route. The architectural merits of the bridge were cited by many members of Council.

A Council member noted that the bridge runs by several major tourist attractions and is used with frequency.

It was suggested by a member of Council that a request for heritage designation be made to retain its elements.

Vilardi left the meeting at 1:52 p.m.

**It was moved by Paquette and seconded by Erskine that Council lend its support to save the Alexandra Bridge by signing on to the letter addressed to the Prime Minister authored by the Alexandra Bridge Coalition.**

-- CARRIED (14 in favour, 1 opposed, 1 abstention)

## **ITEMS FOR DISCUSSION**

9202. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated April 30, 2021 re. Deputation from Member re. Consideration to Change the name of the *Architects Act* and the OAA and supporting background information. **(APPENDIX 'F')**

The President reported that for a deputation, Council may receive the report and determine whether any further action is required.

It was suggested by a member of Council that the material be considered under the OAA's Regulatory service area for further review. It was noted as well that the deputation included a recommendation to revise the member search on the Website to "Find a Member" as opposed to Licensed Technologist OAA or Architect.

It was suggested by a member of Council that further discussion should be tabled until Regulatory has completed its review of the recommendations in the deputation.

Some concern was expressed by a member of Council since it would involve changing the name of the Act that governs the profession, that this involves many layers which requires careful review.

It was noted by a Council member that the word 'architecture' is already contained in the OAA's mandate.

A Council member suggested that a review may be timely as part of the OAA's efforts to be inclusive.

Mills indicated that the process would need to be considered in respect to the level of involvement of the membership.

Doyle noted that review would need to include consideration of Council's priorities and resources available to the OAA as well as government. The Act is under the purview of the Attorney General.

**It was moved by King and seconded by Mancini that the Deputation to Council from member, Jeremiah Gammond date March 13, 2021 be received.**

-- CARRIED (14 approved, 2 opposed)

**It was moved by Mancini and seconded by McKendrick that the first item within the deputation be reviewed by the Registrar within the context of modernizing the *Architects Act*.**

-- CARRIED (9 in favour, 6 abstentions)

## **EXECUTIVE COMMITTEE REPORTS**

9203. *Reference Material Reviewed:* Activities for the months of March-May. (**APPENDIX 'G'**)

The President reported that there were a few items missing from the President's schedule. An updated schedule will be included in the June Council package.

The report was noted for information.

The President reported that the next item for Council's review is the update from the Governance Committee.

9204. *Reference Material Reviewed:* Memorandum from the Governance Committee dated May 3, 2021 re. Update on OAA Governance Committee. (**APPENDIX 'H'**)

The Immediate Past President reported that the operational review is almost complete and there will be a presentation to the Project Team in the coming week along with the final report in June.

It was noted by the Immediate Past President that research into the size and composition of Councils as well as honorariums is ongoing with a target date for presentation to Council by the fall.

The Committee discussed the idea of new Councillor mentors for next year. The Executive Director recently met with the new Councillors to check in and answer any questions or comments they had several weeks ago as a post-orientation follow up. The Committee will be reviewing the Council Competency Matrix followed by issuing a call to the members seeking specific qualities to enhance the Council composition.

The report was noted for information.

9205. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated May 5, 2021 re. Update on Activities of the Executive Director. (**APPENDIX 'I'**)

Doyle reported that she and the President are registered as observers for the upcoming AIBC AGM at the end of the month.

Doyle noted that she met with the firm Cloud Permit, which implement e-permitting in many municipalities to discuss categorization of designers whom are currently seen as one category.

The report was noted for information.

9206. *Reference Material Reviewed:* Memorandum from the Joint OAA/ARIDO Task Group dated May 3, 2021 re. Update on Activities of the Joint OAA/ARIDO Task Group. **(APPENDIX 'J')**

The report was noted for information.

9207. *Reference Material Reviewed:* Memorandum from the OAA Technology Program Review Working Group dated May 3, 2021 re. Update from the OAA Technology Program Review Working Group. **(APPENDIX 'K')**

The President reported.

The report was noted for information.

9208. *Reference Material Reviewed:* Memorandum from the Equity, Diversity, Inclusion | Truth & Reconciliation Working Group dated May 4, 2021 re. Equity, Diversity, Inclusion | Truth & Reconciliation Working Group Update. **(APPENDIX 'L')**

The President presented the update and reported that the Working Group is working on parsing the recommendations and creating a chart outlining recommendations which may overlap.

The report was noted for information.

9209. *Reference Material Reviewed:* Memorandum from the Senior Vice President and Treasurer, Agata Mancini dated April 30, 2021 re. Unaudited Financial Statements for the Three Months Ended February 28, 2021 and attached supporting documentation. **(APPENDIX 'M')**

The Senior Vice President and Treasurer reported.

The report was noted for information.

9210. *Reference Material Reviewed:* Memorandum from the Senior Vice President and Treasurer and Interlocking Director, Pro-Demnity Insurance Company, Agata Mancini dated May 3, 2021 re. Pro-Demnity Insurance Company (Pro-Demnity) – 2020 Summarized Financial Statements and attached supporting documentation. **(APPENDIX 'N')**

The Senior Vice President and Treasurer reported.

The report was noted for information.

9211. *Reference Material Reviewed:* Memorandum from the Senior Vice President and Treasurer and Interlocking Director, Pro-Demnity Insurance Company, Agata Mancini dated April 30, 2021 re. Pro-Demnity Insurance Company (Pro-Demnity) – Annual Appointment of the Auditor and Actuary and attached background information. **(APPENDIX 'O')**

The Senior Vice President and Treasurer reported.

A member of Council requested some clarification when Pro-Demnity intends to seek out a new auditor and actuary as matter of good governance.

The Senior Vice President and Treasurer responded that Pro-Demnity has had the discussion and the intention is to issue an RFP in the next several years.

A Council member enquired as to whether Pro-Demnity has plans in place to switch their banking institution.

The Senior Vice President and Treasurer responded that they will be discussing the issue further at the next Board meeting.

**It was moved by Mancini and seconded by Vilardi that Council approve and direct the President to vote in the affirmative the reappointment of the actuary and auditor for Pro-Demnity Insurance Company for 2021 at the upcoming meeting of the Shareholder on June 23, 2021.**

-- CARRIED

The President noted that the next two items to be discussed are those that fall under 8.1 and 8.2 in *Other Business*.

9212. *Reference Material Reviewed:* Correspondence from member and Past Councillor, David C. Rich dated March 22, 2021. **(APPENDIX 'P')**

A member of Council noted that the matter of the demographics survey was discussed and decided upon last year where it was commented that the OAA needs to further understand the make up of the members in order to address challenges and barriers related to equity, diversity and inclusion.

It was noted by a Council member that the main purpose of the survey was to determine if the population and make up of Ontario is reflected in the members of the OAA, adding that should it not, there is then a need to identify why.

Some concern was expressed by a member of Council that the survey questions were somewhat offensive, adding that a low response would have been expected because of the personal nature of the questions. It was suggested that the LGIC's be sent a copy of the survey.

Doyle noted that the results of the Demographics survey have been forwarded on to the Equity, Diversity, Inclusion | Truth & Reconciliation Working Group to further analyze. The rate of response was good and the feedback was generally positive. The full report will come forward to the June Council meeting.

It was noted by a Council member that the options allow for minority groups to be seen, adding that the results can have a positive effect on groups where recognition and attention is being asked.

A member of Council reminded that the survey was created by a equity consultant and was voluntary. It was also administered by a third party professional survey consultant. The data was in aggregate and therefore anonymous. It is important to further analyze the results to help guide the Working Group through the next steps. It was reminded again that Council approved the survey, as well, it was addressed at the last AGM and Society Visits in the fall where support was received from the membership.

It was suggested by a Council member that the purpose of the information contained in the survey was to facilitate the creation of policies and decision-making based on knowledge of the membership.

A member of Council suggested that the results of the survey will not be accurate due to the large number of options to select in each question as well as presenting the respondents with the option of 'prefer not to answer'.



A member of Council indicated that they recognize that some questions may be uncomfortable, however, the purpose is to identify the make-up of the membership and consider the changes which are needed.

**It was moved by Mancini and seconded by Abu-Bakare that the letter from member and past Councillor David Rich dated March 22, 2021 be received and forwarded to the Equity, Diversity and Inclusion |Truth and Reconciliation Working Group for further consideration.**

-- CARRIED (14 in favour, 1 opposed, 1 abstention)

9213. Discussion and approval of Members of Council who are Participating in Webinars/Conference as a Speaker/Panelist (*oral*)

Doyle reported that there is a policy in place which requires that a member of Council or past staff who wishes to present at Conference, is required to have advance approval of Council, particularly where they are being remunerated. For the 2021 Conference, there is no additional remuneration for the speakers as would be the case historically, however, they are receiving a complementary Conference package.

Confirmation of Council's registration and the schedule will be shared with them in the next short while.

9214. *Reference Material Reviewed:* Memorandum from Vice President Strategic, Kristiana Schuhmann dated April 29, 2021 re. Update on activities under the Vice President Strategic portfolio and attached background information. **(APPENDIX 'Q')**

The Vice President Strategic reported that the Large Firms Working Group determined that it will not be taking on future meetings at this time due in coordination with the OAA, but rather operating status quo on their own.

It was noted by the Vice President Strategic that the Policy Advocacy Coordination Team (PACT) is planning to finalize discussion on the MZO Consultation shortly and report back to the June Council meeting. A member of Council noted for information that a Practice Tip was issued noting potential liability under the MZO.

The Vice President Strategic noted that the annual Queen's Park picks is underway and on schedule for October. Staff is reaching out to MPP's regarding architecture in their respective ridings.

The recent Long Term Care Roundtable was attended by members with work experience in that area. Steps are underway to formulate a response to government for Council in June. A correction was noted in the report that the proposed funding for a compendium of LTC design guidelines which would be facilitated through the University of Toronto is to be requested to be drawn from policy contingency at the June meeting.

The report was noted for information.

9215 *Reference Material Reviewed:* Memorandum from Vice President Strategic, Kristiana Schuhmann dated April 30, 2021 re. Sustainable Built Environments Committee (SBEC) Update. **(APPENDIX 'R')**

The Vice President Strategic reported that the TEUI calculator free tool has been launched to the membership.

It was noted by the Vice President Strategic that the Toronto 2030 District has become incorporated and that OAA representative Sharp will report to the June Council meeting on the options for the OAA's continued involvement.

A member of Council noted for information that a Practice Tip was issued noting potential liability under the MZO.

The report was noted for information.

9216. *Reference Material Reviewed:* Memorandum from Executive Director, Kristi Doyle dated April 30, 2021 re. Update on Appeal of Harmonized Zoning By-law. **(APPENDIX 'S')**

The report was noted for information.

9217. *Reference Material Reviewed:* Memorandum from the Communications Committee dated April 29, 2021 re. Communications Committee Update and attached background information. **(APPENDIX 'T')**

The Vice President Communications reported. A correction was noted on page two of the report that a meeting of the Committee was held April 20 instead of March.

It was noted by the Vice President Communications that the Committee and staff are working to resolve the last few Website deficiencies. The 2021 Service Awards winners have been announced. The SHIFT Challenge jury chose five selections and work is underway to update the information including a press release and recorded interviews to be shared at Conference.

A Council member enquired as to the approach to address broken links on the Website.

Missio responded that an email to communications through him would address those issues. It was noted that there will be an announcement in the next edition of OAA News, advising the membership of updates made to the Website.

The report was noted for information.

9218. *Reference Material Reviewed:* Memorandum from Vice President Regulatory, Paul Hastings dated April 30, 2021 re. Activities under the Registrar February 19, 2021 – April 28, 2021 and attached background information. **(APPENDIX 'U')**

The report was noted for information.

9219. *Reference Material Reviewed:* Memorandum from Vice President Practice, Settimo Vilardi dated May 3, 2021 re. Report from Vice President Practice. **(APPENDIX 'V')**

The Vice President Practice reported that the COVID page on the Website continues to be updated as new information comes available. A list of what is deemed essential construction was recently posted.

It was noted by the Vice President Practice that a meeting was held with the Ministry of Municipal Affairs and Housing (MMAH) regarding the Building Code and COVID where it was confirmed that architects are part of construction related to the activities/services group.

The Vice President Practice noted that the review of Document 600 is near completion. Practice is undertaking a review of the suite of contracts to assess their validity. Review of the CCDC2 supplementary conditions is currently being reviewed by the Ontario General Contractors Association (OGCA).

The Vice President Practice indicated that discussion regarding the CSA Standards is complete with the information rolling out to the members in the next short while.

The Vice President Practice noted that the Practice Resources Committee (PRC) is currently updating the OBC matrices. Municipalities have been making unusual request to members and as a results a check in

consistencies is ongoing. The Sub-Committee on Building Codes and Regulations (SCOBCAR) has identified issues regarding the Building Code and climate stability where the standards referred are outdated.

The report was noted for information.

9220. *Reference Material Reviewed:* Memorandum from the Vice President Education, Natasha Krickhan dated May 3, 2021 re. Update from Vice President Education and attached supporting documentation. **(APPENDIX 'W')**

Doyle reported that an announcement will be going out to the members on May 13 regarding the new mandatory Equity, Diversity and Inclusivity learning and the availability of the courses. Starting in June twebinars will be offered on a weekly basis until next year. This includes the EDI courses as well as the regular stream of webinars. The 'Fundamentals of Starting an Architectural Practice' course is now available on-line through the University of Toronto.

A Council member reported that an educator's guide to teaching architecture from elementary to high school level has been finalized and will be sent to the Ministry for its on-line portal as well as a place in the OAA website. There is an effort to insert the program directly into the curriculum however, a consultant would be required to facilitate this initiative.

The report was noted for information.

9221. *Reference Material Reviewed:* Memorandum from the Immediate Past President, Kathleen Kurtin dated May 3, 2021 re. Update from OAA Building Committee. **(APPENDIX 'X')**

A member of Council reported that the Committee Chair, Sheena Sharp is working with the contractors to resolve the remaining deficiencies. Humidification of the building was addressed at the last meeting.

The report was noted for information.

#### **ITEMS FOR INFORMATION**

9222. *Reference Material Reviewed:* Ontario Association for Applied Architectural Sciences (OAAAS) Report to Council dated May 2021. **(APPENDIX 'Y')**

The report was noted for information.

#### **OTHER BUSINESS**

9223 The two items were discussed in minutes numbers 9212 and 9213.

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

9224.. The next regular meeting of Council is Thursday June 24, 2021 at 9:30 a.m. via Zoom.

#### **ADJOURNMENT**

9225. **It was moved by Chen and seconded by Longlade that the meeting be adjourned at 4:12 p.m.**

**-- CARRIED UNANIMOUSLY**

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President

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Date